

**Career Opportunity: Vice President for Development**

We are searching for a **Vice President for Development** to join the Habitat for Humanity of Central Arkansas team. This person will be a proven leader in developing and executing strategies to increase top line revenue in the most cost-efficient and time-efficient manner possible, and will lead the donor relations, marketing, and volunteer programs.

**About Habitat for Humanity of Central Arkansas**

Seeking to put God’s love into action, Habitat for Humanity brings people together to build strength, stability and self-reliance through shelter.

Habitat for Humanity of Central Arkansas is part of a global, nonprofit housing organization operated on Christian principles that seek to put God’s love into action by building homes, communities, and hope. Habitat for Humanity of Central Arkansas is dedicated to eliminating substandard housing locally and worldwide through constructing, rehabilitating and preserving homes; by advocating for fair and just housing policies; and by providing training and access to resources to help families improve their shelter conditions. Habitat for Humanity was founded on the conviction that every man, woman, and child should have a simple, durable place to live in dignity and safety and that decent shelter in decent communities should be a matter of conscience and action for all.

Habitat for Humanity of Central Arkansas was founded in 1989 and to date has built and rehabbed over 160 homes in Central Arkansas, and built and financed over 30 homes overseas.

**Summary**

The Vice President for Development will be responsible for developing year-round relationships with businesses and corporations, community organizations, individuals, and the media, and for raising revenue to support Habitat for Humanity of Central Arkansas’s vision of everyone having a decent place to live. As a member of the team, you will report directly to the President and work with other employees, members of the Board of Directors, and volunteers to develop and execute a well-coordinated, but evolving, marketing, fundraising, and volunteer strategy.

Interview required. This position will remain open until filled. Salary from $55,000-65,000 depending on experience.

**Job Description**

* General Responsibilities
  + Manages all aspects of HFHCA’s Development, Marketing, and Volunteer programs
  + Manages any and all Development, Marketing and Volunteer staff
  + Works with President to create and track annual department work plan
  + Works with President and Vice President for Finance to create and track annual budget; ensuring alignment with work plan as well as HFHCA goals and priorities
  + Staff the Marketing and Development Committee as well as all Board members in their fundraising efforts, including prospecting, meeting preparation, and follow-up activities
  + Staff the Habitat Young Professional Committee in their fundraising efforts
  + Creates and disseminates regular reports to President and Board
  + Other duties as assigned by President
* Development Responsibilities
  + Develops and implements a comprehensive fundraising plan, including goals and strategies for individual giving, monthly giving, annual giving, major gifts, grants, corporate giving, sponsorships, peer-to-peer giving, in-kind donations, special events, and planned giving
  + Works cross-functionally with other departments to drive and generate revenue, analyze prospective individual donors, and recommend solicitation strategies
  + Achieves annual fundraising goals that are set along with President and Board in order to support HFHCA’s programming and operations costs
  + Maintains statistical data on all dollars raised and all donors
  + Creates and disseminates regular reports to donors
  + Ensures compliance with gift receipts, including but not limited to compliance with IRS rules and regulations
  + Coordinates with the Vice President for Finance to report dollars raised from all donors
* Marketing Responsibilities
  + Develops and implements a comprehensive marketing plan to keep supporters and the public informed about and engaged with HFHCA
  + Implementation of outreach strategies including email, social media, direct mail, peer-to-peer, face-to-face meetings, phone calls, etc.
* Volunteer Responsibilities
  + Oversees the development and implementation of a comprehensive volunteer plan to meet the needs of HFHCA and each of its departments
  + Oversees the development and implementation of a systematic approach to moving volunteers into donors
  + Works with Volunteer Coordinator to ensure development and implementation of volunteer plans are on track

**Qualifications**

* Minimum five year’s development experience
* Marketing experience
* Experienced in managing volunteers
* Valid driver’s license required
* Ability to manage others, create workplans, set goals, and monitor results
* Ability to work in a fast-paced environment and juggle multiple priorities
* Ability to react and adjust quickly to changing conditions
* Ability to maintain composure with the public and co-workers in stressful situations
* Ability to relate well with people from diverse groups
* Solid relationship management skills
* Good sense of humor
* Extremely detail-oriented
* Experience in creating and implementing development plans
* Experience in writing and managing grants
* Excellent communication skills; ability to communicate effectively and articulately both orally and in writing
* Proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint necessary; Access and Publisher preferred)
* Proficiency in or ability to quickly learn Salsa CRM products

**Qualified applicants should submit a resume to** [**hannah@habitatcentralar.org**](mailto:hannah@habitatcentralar.org)**.**