

Job Title: Development Director

Location: Greater Portland, ME

Organization: Habitat for Humanity of Greater Portland

Reports to: Executive Director

Habitat for Humanity of Greater Portland is seeking a highly motivated, mission-oriented, and dynamic Development Director to spearhead the affiliate's fundraising efforts. This individual will play a pivotal role in helping the affiliate fund affordable homeownership and essential repairs to families within our Greater Portland service area. The ideal candidate will be people-oriented, results-driven, and find the mission of Habitat for Humanity deeply compelling. This position offers the opportunity to make a lasting impact on the lives of families, enhance the organization's sustainability, and advance Habitat's vision of a world where everyone has a decent place to live.

Habitat is a strong brand with a highly successful model in the affordable housing space and is looking for an individual to champion this cause in Cumberland County.

About Us:

Habitat for Humanity of Greater Portland is part of the global Habitat for Humanity network, working locally to create lasting change and build stronger communities. Founded in 1985, Habitat for Humanity of Greater Portland has enlisted the support of thousands of volunteers and engaged hundreds of business and civic partners to build 89 homes and provide over 195 low-cost critical home repairs for existing homeowners in Cumberland County.

Position Summary:

The Development Director will lead and manage all fundraising and donor relation efforts for Habitat for Humanity of Greater Portland. This position will be responsible for creating and implementing a comprehensive development strategy to support the organization's mission, ensuring sustainable funding, and building strong relationships with donors, sponsors, and community stakeholders.

The ideal candidate will have a proven track record of securing philanthropic support. The Development Director will work closely with the Executive Director, Board of Directors, and staff to accomplish this mission.

Key Responsibilities:

1. Fundraising Strategy & Planning:

- Develop and execute a comprehensive fundraising strategy that supports the organization's growth and impact on the community.
- Oversee major gifts, individual giving, corporate sponsorships, and grant fundraising efforts.
- Plan and manage fundraising campaigns, events, and appeals, including the Women Build Program, online campaigns, planned giving programs, and Team Build Sponsorships.

2. Donor Relations & Stewardship:

- Build and maintain relationships with current and prospective donors, including individuals, foundations, corporations, and faith-based organizations.
- Develop a stewardship plan to ensure that donors are engaged, appreciated, and informed of the impact of their contributions.
- Ensure that donor interaction and data is accurately stored and tracked in the CRM.
- Work with the Executive Director and Board to identify and cultivate new major donors.

3. Grant Writing & Reporting:

- Identify and pursue new grant opportunities from foundations, government agencies, and corporations.
- Prepare and submit grant proposals, ensuring that all deadlines are met and reporting requirements are fulfilled.
- Monitor and report on the outcomes of funded programs and projects.

4. Marketing & Communications:

- Collaborate with the marketing and communications staff to develop compelling fundraising materials, including newsletters, appeals, and annual reports.
- Ensure alignment of development and communication strategies to increase community awareness and engagement.

- Represent Habitat for Humanity at community events, speaking engagements, and networking opportunities to promote the organization and its mission.

5. Budget & Financial Management:

- Develop and manage the annual development budget, ensuring that fundraising expenses are aligned with the organization's financial goals.
- Track and report on the success of fundraising campaigns and provide analysis of fundraising efforts.

Qualifications:

- Experience: Minimum of 5 years of experience in nonprofit development, fundraising, and donor relations, with at least 2 years in a leadership role.
- Skills:
 - Strong knowledge of fundraising strategies, donor cultivation, and major gifts programs.
 - Exceptional communication, negotiation, and interpersonal skills.
 - Proven ability to develop and manage successful fundraising campaigns.
 - Experience in grant writing and securing foundation and government funding.
 - Ability to manage multiple priorities and deadlines.
 - Demonstrated ability to lead, motivate, and manage other key staff and volunteers.
- Education: Bachelor's degree required. (Master's degree in related field preferred.)
- Other: Passion for the mission of Habitat for Humanity and commitment to affordable housing issues.

Working Conditions:

- This position will be based out of our Portland, ME office, with some flexibility to work remotely.

- This position is full-time (40 hours weekly.) Occasional evening and weekend work will be required for events and community outreach activities.
- Ability to travel within the region and nationally as needed for occasional training and conference attendance.

Compensation & Benefits:

- Habitat for Humanity of Greater Portland offers a generous benefits package including PTO (3 weeks first year, 4 weeks second year, 5 weeks after three years, plus Christmas week), sick time (1 week), 90% employer paid health insurance, tuition assistance, 3% retirement match, and life insurance.
- Annual Salary Range: \$65,000 - \$85,000 commensurate with experience

How to Apply:

Interested candidates should submit a resume and cover letter detailing their qualifications and experience to Dan@habitatme.org. Applications will be accepted until the position is filled.