

Black Hills Area Habitat for Humanity

Position Title: Donor Relations Ambassador

Reports To: Executive Director

Cooperates Closely With: Operations Manager, Resource Development Administrator, Controller, Grants & Compliance Administrator, Community Engagement Administrator.

Black Hills Area Habitat for Humanity (BHAHFH) is a non-profit Christian ministry that seeks to put God's love into action by bringing people together to build homes, communities and hope. We partner with families to build and repair simple, decent affordable housing.

Job Type: Non-exempt

Position Summary:

The Donor Relations Ambassador will be responsible for identifying, cultivating and soliciting major gifts from individuals. As part of a fast-paced environment, this position maximizes major gift support from high net worth individual prospects. This position plays a key role in Black Hills Area Habitat for Humanity aspirational goals to increase philanthropic giving.

Key Qualifications

1. Understanding and support of Black Hills Area Habitat for Humanity Mission.
2. Pleasant and encouraging attitude.
3. A team player, flexible, quick thinking and able to work under pressure.
4. Strong communication skills, both oral and written.
5. Exhibit affiliate core values of loyalty, integrity, faith, trust, and servant heart.
6. Collaborative with a positive disposition.
7. Detail oriented with ability to drive and complete tasks on schedule.

Key Responsibilities:

Resource Development

1. Build strong relationships with major gift prospects and donors and actively develop a major donor pipeline.
2. Devotes majority of annual work hours to direct and conduct face-to-face meetings with identified, qualified potential and existing major gift donors and provide documentation of such activities as part of the Resource Development (RD) Plan. Schedule may require occasional weekends, evenings, and extended hours.
3. Develop a portfolio of qualified prospects. Cultivate and secure annual gifts. In collaboration with the RD team, provide personalized stewardship to donors. Work with staff to produce funding opportunities and the growth of philanthropy at BHAHFH.
4. Develop/execute financial strategies to meet the organization's philanthropic goals. Address the expectations in the BHAHFH Resource Development Plan that includes strategies, goals, targets and timelines for the BHAHFH philanthropic programs.
5. Prepare notes for entry into donor tracking information systems.
6. Establish strategic working relationships with administration, staff, and volunteers.
7. Represent BHAHFH at various civic and social events.

8. Facilitate discussions about planned gift vehicles and tax code to assist donors in identifying the most appropriate gift for the donor and BHAHFH.
9. Collaborate with Resource Development team to review and refine annual RD plan with assistance from RD Committee for Board approval.
10. Collaborate with Resource Development team to submit income and expense budget to Controller.

Donor Relationships

1. Execute a consistent and manageable donor appreciation process unique to varied giving levels.
2. Donor engagement via phone, written communication and face to face

Other duties:

1. Attend and participate in staff and committee meetings as assigned.
2. Additional responsibilities as assigned.

Additional Requirements

Required Knowledge and Skills:

1. Minimum 5 years' experience in fundraising.
2. Knowledge of Microsoft Office applications.
3. Knowledge utilizing various forms of communication i.e. Zoom, video conferencing etc.
4. Working knowledge of major and planned gift vehicles and tax code.

Education Requirements:

1. Minimum of Master Degree and/or 10 years of work related experience.

Required Physical Abilities:

1. Must be able to lift up to 15 pounds at times.
2. Occasional travel as needed (less than 10%).

Other Requirements:

1. Must be able to pass a criminal background check.
2. Must hold a valid driver's license and meet state requirements for automobile liability insurance.

Pay Range: \$20.00-23.00 per hour