**Black Hills Area Habitat for Humanity**

**Position Title: Resource Development Manager**

**Reports To: Operations Manager**

**Cooperates Closely With: Operations Manager, Resource Development Staff, Bookkeeper and Office Administrator**

Black Hills Area Habitat for Humanity (BHAHFH) is a non-profit 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, decent affordable housing. Black Hills Area Habitat for Humanity is creating a team of individuals with high ethical standards who work diligently and enjoy turning challenges into opportunities. Grounded by our faith in Christ, we serve others and place mission above self.

**Job Type: Exempt**

**Position Summary:**

The Resource Development Manager will have a passion for people and homeownership and a proven track record of successfully managing development teams, fundraising campaigns and cultivating people engagement strategies and relationships. As the Resource Development Manager, you will be responsible for management of the Resource Development department, including developing and implementing strategies to grow people engagement to increase gifts of time, talent and treasure. This will include securing gifts from various sources, including individuals, corporate sponsors, grants, and events. Oversight of the overall external marketing and communications for the organization ensuring a consistent message across all communication channels will also be a key part of this position. This role will be instrumental in ensuring the financial sustainability and growth of BHAHFH.

**Key Qualifications**

1. Dedicated to put in the effort to complete tasks efficiently.
2. Able to work through challenges to figure out solutions.
3. Motivated by serving others.
4. Incorporates personal faith in their work life.
5. Exhibits integrity in all situations.
6. Strives for excellence in the work that they produce.
7. Able to put the greater mission above personal preference.
8. Pleasant and encouraging attitude.
9. A team player, flexible, quick thinking and able to work under pressure.

**Key Responsibilities:**

* Develop and execute comprehensive fundraising plan and strategies to meet the organization's financial goals and support its mission.
* Identify and cultivate relationships with potential individual donors and volunteers, corporate sponsors, and philanthropic foundations.
* Plan and oversee fundraising events, ensuring their successful execution and maximum donor engagement.
* Accountability for grant opportunities, preparation of grant applications, and managing reporting requirements for successful grants.
* Guide the marketing and communications process to create compelling fundraising materials, campaigns, and digital outreach.
* Oversee volunteer recruitment, engagement, retention and appreciation.
* Utilize data-driven insights to monitor fundraising performance and adjust strategies accordingly.
* Engage with major donors and sponsors, cultivating lasting relationships and stewarding them towards continued support.
* Manage donor databases, ensuring accurate and up-to-date records of all donor interactions and contributions.
* Train and support resource development team members, fostering a collaborative and motivated environment.
* Stay informed about industry best practices, emerging trends, and innovative fundraising techniques.

**Required Knowledge and Skills:**

1. Bachelor's degree in a related field (e.g., Nonprofit Management, Business Administration, Marketing, or Communications).
2. Proven experience minimum of 3 years in non-profit fundraising with a successful track record of meeting fundraising targets.
3. Demonstrated ability to create and execute fundraising strategies, including major donor cultivation, grant writing, and event planning.
4. Exceptional communication and interpersonal skills, with the ability to engage and inspire diverse audiences.
5. Strong organizational and project management skills, with the ability to prioritize and multitask effectively.
6. Proficiency in using donor management software and other fundraising tools.
7. Understanding of ethical fundraising practices and compliance with relevant regulations and laws.
8. Collaborative team player with the ability to lead and motivate others.

**Required Physical Abilities:**

1. Ability to work in multiple work environments, including prolonged periods of sitting at a desk, or standing for extended periods of time.
2. Ability to lift at least 25 lbs. occasionally.
3. Occasional travel as needed (less than 10%).

**Other Requirements:**

1. Understanding and support of BHAHFH Mission.
2. Exhibit affiliate core values of loyalty, integrity, faith, trust, and servant heart.
3. Strong communication skills, both oral and written.
4. Must be able to pass a criminal background check.
5. Must hold a valid driver’s license and meet state requirements for automobile liability insurance.
6. Excellent interpersonal and organizational skills.
7. Self-motivated, willingness to commit to established timelines.
8. Passion for the mission and values of the organization, with a genuine commitment to making a positive impact on the community.

**Pay Range: $50,024.00 - $59,280.00**