

Black Hills Area Habitat for Humanity

Position Title: Resource Development/Fundraising Manager

Location: Rapid City, SD USA

Reports To: Integrator/Chief of Staff

Cooperates closely with: Fundraising Staff, Office Administration, Finance/HR Manager, Home Solutions Manager, and ReStores

Description of Organization:

Black Hills Area Habitat for Humanity (BHAHFH) is a non-profit housing 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 working to create 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, external consultants, and vendors, and cultivating people engagement strategies and relationships. You will oversee the securing gifts from various sources, including individuals, corporate sponsors, grants, and events. You will oversee the overall external marketing and communications for the organization. This role will be instrumental in ensuring the financial sustainability and growth of BHAHFH.

Responsibilities:

- Develop fundraising activity plans that maximize participation or contributions and minimize costs.
- Develop strategies to encourage new or increased contributions.
- Establish and maintain effective working relationships with foundations and individual donors and grow these relationships to develop new or expanded fundraising opportunities.
- Establish goals for soliciting funds, develop policies for collection and safeguarding of contributions, and coordinate disbursement of funds.
- Develop and execute a 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.
- Maintain a portfolio of major donors and sponsors, cultivating lasting relationships and stewarding them towards continued support.
- Educate and support Fundraising team members, fostering a collaborative and motivated environment.

- Oversee fundraising events, in coordination with the Resource Development Administrator, ensuring their successful execution and maximum donor engagement.
- Oversee management of grant opportunities, in coordination with preparation of grant applications, and managing reporting requirements for successful grants.
- Oversee the marketing and communications process to create compelling fundraising materials, campaigns, and digital outreach. This includes working with traditional media, social media, videography and photography and coordinating for website updates.
- Utilize data-driven insights to monitor fundraising performance and adjust strategies accordingly.
- Stay informed about industry best practices, emerging trends, and innovative fundraising techniques and convey this information to the team.
- Other duties as assigned.

Qualifications:

- Proven experience minimum of 5 years in non-profit fundraising with a successful track record of meeting fundraising targets.
- Demonstrated ability to create and execute fundraising strategies, including major donor cultivation, grant writing, and event planning.
- Exceptional communication and interpersonal skills, with the ability to engage and inspire diverse audiences.
- Strong organizational and project management skills, with the ability to prioritize and multitask effectively.
- Proficiency in using donor management software and other fundraising tools.
- Understanding of ethical fundraising practices and compliance with relevant regulations and laws.
- Collaborative team player with the ability to lead and motivate others.

Education Requirements:

- Bachelor's degree in a related field (e.g., Nonprofit Management, Business Administration, Marketing, or Communications).
- Master's Degree preferred.
- Fundraising certification(s) a plus.

Required Physical Abilities:

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

Other Requirements:

- Understanding and support of BHAHFH Mission.
- Exhibit affiliate core values of loyalty, integrity, faith, trust, and servant heart.
- Strong communication skills, both oral and written.
- Must be able to pass a criminal background check.
- Must hold a valid driver's license and meet state requirements for automobile liability insurance.
- Excellent interpersonal and organizational skills.

- Self-motivated, willingness to commit to established timelines.
- Passion for the mission and values of the organization, with a genuine commitment to making a positive impact on the community.

Pay Range: \$55,000 - \$65,000

Send resume (including references) to barbara@blackhillshabitat.org