



We build strength, stability, self-reliance and

Job Description – Director of Development & Communications

Position:	Director of Development & Communications
Department:	Development & Communications
Location:	Lynnwood, Washington
Reports to:	Executive Director
Position Type:	Full Time, Exempt, Salaried
Salary Range:	\$70,000 - \$77,000
Benefits:	Medical, Dental Vision, HSA spending/reimbursement account, Retirement Plan, Professional Development, Paid Holidays and PTO

Summary

Habitat for Humanity of Snohomish County (Habitat) brings people together to build homes, communities, and hope. We serve our communities by building, repairing, and preserving decent and affordable homes in Snohomish County. In partnership with the community, businesses, faith organizations and individuals, we work towards eliminating substandard housing, establishing housing stability, and creating more equitable opportunities for affordable housing in our neighborhoods.

The Director of Development and Communication is a key storyteller for Habitat whose role is to bring our community closer to the organization, build and steward authentic relationships, and engage and solicit support from individual donors, foundations, and corporations. The Director of Development and Communication leads, collaborates and engages with staff, board, and volunteers towards building and supporting a vibrant and sustainable culture of fundraising. Habitat is seeking a highly organized, dynamic, and innovative leader who can clearly articulate compelling cases for support and develop effective fund development systems and strategies that ensure the growth and long-term sustainability of the organization. The ideal candidate will have a visionary and entrepreneurial approach to their work and be a creative, strategic, and critical thought partner to the Executive Director in expanding our impact in building housing stability in our communities.

Key Responsibilities

Donor Stewardship & Fundraising

- Build long-lasting transformational (not transactional) relationships with donors by treating them as partners, engaging them how they wish to engage, and asking them to give us their full financial support



- Design and implement a comprehensive development program that will both engage and steward current donors while identifying, researching, cultivating, and soliciting new individual, foundation, and corporation prospects.
- Develop, execute, oversee and evaluate overall fundraising activity, cultivation, and solicitation strategies for individual donor, major gift, foundation and corporate prospects.
- Develop, implement, and grow the annual giving program through direct mail, matching gifts, monthly giving, online giving and other donor engagement activities.
- Oversee the production and distribution of high quality donor correspondence including cultivation materials, direct mail, solicitation letters, emails, notes and acknowledgement letters that foster donor relationships and enhance confidence in the organization.
- Oversee grant writing efforts by initiating and writing proposals as well as working with outside grant writers and program staff. Monitor current grants and ensure that proposals and reports are submitted according to all requirements and deadlines.

Community Engagement

- Establish long-term partnerships and strengthen existing relationships with community businesses, churches, organizations, individuals, and governing bodies.
- Participate in public speaking and outreach opportunities and coordinate media relations to share information about Habitat's goals and impact in the community.
- Partner with the Community Engagement Team to develop a strategic communications plan that aligns with fundraising and development activities.
- Oversee marketing and communication efforts including the development of public outreach materials such as print and electronic newsletters, direct mail, annual reports, press releases, free and paid advertising, brochures, social media and web site.
- Oversee the planning and execution of recognition, community and fundraising events in coordination with the overall communications plan.
- Partner with the Volunteer Engagement Manager to design opportunities for corporate participation, volunteering, and funding.

Leadership & Management

- Build and maintain a culture of philanthropy amongst staff, board, volunteers, and donors.
- Engage and lead the Board of Directors, Development Committee and staff in supporting fundraising efforts
- Support the development responsibilities of the Executive Director, which includes focusing and prioritizing the Executive Director's development-related time and duties, scheduling meetings with donors, partnering on meetings with donors and more.



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- Play an integral role in budget development and projections, strategic planning and internal structures and processes as an active member of the Leadership Team.
- Prepare reports that evaluate fundraising efforts and outcomes to Executive Director, Board of Directors, and staff as appropriate.
- Lead, supervise, coach, support, and partner with development and communications staff while fostering a collaborative team culture based on transparent communication and mutual accountability.
- Ensure that ethical fundraising standards, confidentiality and work quality requirements are met by staff, board and volunteers.

Essential Qualifications

- A passion and commitment for the mission, values, and goals of Habitat for Humanity of Snohomish County.
- Have a passion for and finds joy in building strong, long-lasting, and authentic relationships.
- Ability to be a creative, strategic, and critical thought partner to the Executive Director in driving transformative growth of the organization.
- Management experience and with an ability to lead, motivate, mentor, and inspire a team while fostering an environment of creativity and professional growth.
- Possess a strong foundation of effective nonprofit fundraising systems and methods while continually seeking to improve effectiveness of the position and displaying an on-going commitment to learning and self-improvement.
- Proven experience building and growing a comprehensive fund development program along with a demonstrated ability in securing major grants and gifts from individuals, corporations, foundations, and other private funding sources.
- Possess a passion for storytelling and have excellent communication skills, including strong listening, written, verbal and presentation skills.
- Strong organizational and project management skills with the ability to develop, implement, and maintain organized systems and processes while also being able to manage multiple assignments, meet deadlines and to quickly shift priorities.
- Proficiency using donor database management systems, particularly Little Green Light, to manage relationships, track campaigns, and ensure complete, secure, and private donor records.
- Technologically proficient using Microsoft Windows, Microsoft 365 Suite (Word, Excel, PowerPoint, OneDrive, SharePoint, Teams), Adobe Acrobat
- Must have reliable access to transportation
- Background check required





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Habitat for Humanity of Snohomish County is an Equal Opportunity Employer

Habitat is committed to a diverse and inclusive workplace. All candidates applying for this position will be reviewed without regard to race, ancestry, national origin, religion, age, gender, gender identity, sexual orientation, protected veteran status, marital status, physical or mental disability, or on the basis of any other federal, state/provincial or local protected class.

How to Apply

To apply, send a cover letter, resume and three references to: Jobs@habitatsnohomish.org

