



Position: Fund Development Manager

Reports to: Executive Director

Qualifications: Bachelor's degree and a minimum 5-7 years non-profit fundraising experience with increasing levels of responsibility required. CFRE preferred.

Job Classification: Salaried, Exempt

Hours: Full-time, Monday- Friday, some weekends and evenings required

Responsibilities: The Fund Development Manager plans, manages, and implements annual fundraising activities and works in partnership with the Habitat Newburgh staff, Board of Directors, and volunteers in general administration, community relations, and revenue generation.

Specific duties include but are not limited to:

Individual and Capital Giving

- Manage donor cultivation and solicitation
- Develop and sustain productive relationships with major gift constituencies, including foundations, business and corporate sponsors, and individual donors
- Oversee and support the fundraising efforts of the Board, volunteers, and staff
- Develop and implement annual giving programs, including but not limited to direct mail, matching gifts, monthly giving, and online giving
- Oversee the management and effective use of the Habitat's database relating to donors, donor recognition, and fundraising activity
- Write, update, and evaluate the annual fund development plan

Events & Public Relations

- Manage the annual fundraising breakfast (Building Houses Building Hope Breakfast)
- Ensure financially and commercially successful Walk for Housing in partnership with staff and volunteers
- Coordinate with Golf for Housing committee annually to ensure a successful event
- Support other fundraising events as needed
- Reach out to the general public and donors about Habitat Newburgh's mission

Grants Management

- Research grant funding opportunities to support annual operating fund and capital giving for homebuilding needs
- Maintain annual calendar of grant activity and deadlines
- Write and submit proposals for funding and prepare reports and other documents related to grant activity

Planned Giving, Major Gifts, and House Sponsorships

- Work with the Executive Director and Fund Development Committee to oversee planned giving, major gifts, and house sponsorship programs
- Integrate planned giving, major gifts, and house sponsorship programs with annual fund donor cultivation and solicitation efforts

Donor Cultivation

- Identify, research, and cultivate prospective donors to ensure a diversified funding base
- Expand and manage the affiliate's donor giving society
- Develop, implement, and maintain the donor recognition program to ensure appropriate acknowledgement of gifts and strong relationships with current and potential donors
- Execute face-to-face meetings, calls, mailings, and other activities related to building strong donor relationships and enhancing donor confidence in the organization
- Serve as a primary contact for donors

General Fund Development Duties

- Research funding priorities, guidelines, and application procedures for corporate, government, and foundation donors
- Work in cooperation with the ReStore for donation requests
- Work collaboratively with the Executive Director to establish annual key performance indicators
- Guide Fund Development Committee
- Serve as staff liaison to Faith Relations Committee
- Oversee the work of the Donor Operations Assistant and ensure donor database is maintained and updated
- Prepare and analyze development reports and reconcile data with Operations Manager
- Manage the budget for development activities

Requirements/Skills:

- Passion for serving people and communities
- Desire to be part of a mission driven organization
- Proven track record in raising funds including individual, corporate, foundation and in-kind
- Understanding of and experience with the operations of a small, fast-paced development shop preferred
- Experience supervising direct reports

- Demonstrated ability to work and collaborate with major donors, business leaders, non-profit board members, committee volunteers, staff and others
- Knowledge and experience in the Hudson Valley philanthropic community is preferred
- Excellent presentation skills and ability to express ideas verbally and in writing
- Excellent persuasive writing skills and strong proofreading and editing skills are a must
- Experience with a donor database required (eTapestry preferred)
- Results-oriented with ability to multi-task and juggle multiple priorities and projects
- Strong organizational, analytical, planning, management and recordkeeping skills
- Experience working with volunteers
- Ability to compile historical data and provide analysis to obtain critical information for planning, reporting and projections

About Habitat Newburgh

Habitat for Humanity of Greater Newburgh partners with families to create strength, stability and self-reliance through homeownership. Our 22 year-old affiliate has built and sold over 100 homes to hard working families in Newburgh.

To Apply

Please send resume and cover letter via email to jobs@habitatnewburgh.org. No phone calls please.