



Austin Habitat for Humanity is the forward-thinking Affordable Homeownership provider in the Austin area. Through faith in action, we engage the community in building homes, community, and hope. Join our service-oriented team to help build a better Austin.

AHFH MISSION

Seeking to put God's love into action, Austin Habitat for Humanity brings people together to build homes, communities, and hope.

VISION

A world where everyone has a decent place to live.

OUR CORE VALUES

Forward Thinking
Collaborative
Service Oriented

COMPANY PAID BENEFITS:

- 100% employer-paid medical, dental, vision, short-term, long-term disability
- 12 paid holidays/year
- 10 paid vacation days/year
- 10 paid sick days/year
- 3 personal time off days/year
- 401(k) retirement savings plan with employer contribution
- 20% employee discount on ReStore purchases

JOB SUMMARY:

Austin Habitat for Humanity (AHFH) is currently seeking a professional leader for the role of Chief Development Officer. Reporting to the CEO, the Chief Development Officer (CDO) serves as senior leadership team (SLT) member and an active participant in making strategic decisions affecting AHFH. In partnership with the CEO, this position is responsible for all fundraising, development and communications activities. This position will be responsible for the Development and Communications teams management and success. The successful candidate will help deepen existing relationships and forge new relationships to build AHFH's visibility, impact and financial resources. The CDO will also design and implement a comprehensive plan for developing key external alliances by cultivating individual and philanthropic support.

The CDO will have the primary responsibility for establishing and implementing the infrastructure needed to grow a \$10M+ organizational budget through the solicitation of major gifts, federal, state and local grants as well as corporate and foundation support.

The CDO will expand and diversify AHFH's donor base/pipeline and work closely with other team members to secure funding for new initiatives. In addition, the CDO will work closely with the board of directors and support the Development Committee and develop a Capital Campaign Committee.

AGENCY EXPECTATIONS:

- Adheres to Agency Policy and Procedures
- Acts as a role model within and outside the organization
- Maintains a positive and respectful attitude and upholds organizational core values
- Works in collaboration with supervisor to determine and carry out departmental oversight and organizational strategic goals
- Demonstrates self-motivation, flexibility and efficient time management

POSITION RESPONSIBILITIES:

- Support and partner with the CEO and AHFH board members on all major fundraising initiatives
- Collaborate with the Chief Financial Officer (CFO) to develop and implement AHFH's financial strategy
- Actively work with the CEO and senior staff to develop and implement a comprehensive development strategy to include corporate, foundation, government grants, etc.
- Have primary responsibility for development and execution of all proposals; archive all proposals with a long-term relationship-management approach
- Oversee research funding sources and trends, with foresight to help position AHFH ahead of major funding changes or trends
- Monitor all donor information; provide and present statistical analysis to board and senior leaders
- Develop and implement a stewardship program aimed at cultivating deeper ties with donors
- Monitor and report regularly on the progress of the development program
- Foster a professional environment that encourages and supports a highly functional resource development team
- The position is full-time (40 hours per week) Monday through Friday with occasional weekends or after hours periodically throughout the year as needed

MINIMUM EXPERIENCE REQUIREMENTS:

- Bachelor's degree preferred
- 7+ years professional experience in a nonprofit organization; demonstrated success in a developmental function (managing and forging relationships with multiple donor sources)
- 5+ years of staff management experience
- 2+ years in a leadership role within a development department
- Tangible experience of expanding and cultivating existing donor relationships over time
- Excellent communications skills, both written and verbal; ability to influence and engage a wide range of donors and build long-term relationships
- Flexible and adaptable style, a leader who can positively impact both strategic and tactical fundraising initiatives
- Ability to work both independently without close oversight but also a team player who will productively engage with others at varying levels of seniority within and outside AHFH
- Ability to construct, articulate and execute annual strategic development plan

- Strong organizational and time management skills with exceptional attention to detail

PREFERRED EXPERIENCE REQUIREMENTS:

- Grant writing experience
- Experience supervising a Major Gifts Officer or having served as a Major Gifts Officer

COMPENSATION

- \$155,000 - \$170,000 commensurate with experience

AMERICANS WITH DISABILITY SPECIFICATIONS PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position.

While performing the duties of this role, the employee is required to spend the majority of the day on their feet; required to stand, walk, sit, use hands and fingers to handle or feel objects tools or controls. They will reach with arms and hands, climb stairs, balance, stoop, kneel, crouch or crawl, talk or hear, taste and smell. The employee must occasionally lift and/or move up to 25lbs. Specific vision, color vision, peripheral vision, depth perception and the ability to adjust focus are required.

WORK ENVIRONMENT:

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is exposed to prevailing weather conditions. The noise level in the work environment is usually moderate.

To Apply:

<https://austinhabitatforhumanity.applytojob.com/apply/RQzDZILUeh/Chief-Development-Officer?source=Our%20Career%20Page%20Widget>

Austin Habitat for Humanity is an Equal Opportunity Employer. We are committed to the policy of equal employment opportunity in recruitment, hiring, career advancement, and all other employment practices.