



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

#### **HOW TO APPLY:** [AHFH Director of Annual Giving](#)

#### **JOB SUMMARY:**

The Austin Habitat for Humanity **Director of Annual Giving** exists to develop and strategize AHFH's annual activities that includes all fundraising as it relates to annual budgetary needs. This includes but is not limited to Individual and Community donors. The Director of Annual Giving will oversee corporate donor support, special events and Volunteer Engagement.

#### **AGENCY EXPECTATIONS:**

- Acts as a role model within and outside the Agency
- Adheres to Agency policy and procedures
- Maintains a positive and respectful attitude and upholds organizational core values

- Works in collaboration with supervisor and staff to implement organizational strategic goals
- Demonstrates self-motivation, flexibility and efficient time management

### **DUTIES AND RESPONSIBILITIES:**

- Identify, cultivate, solicit steward and retain qualified prospects and donors.
  - Manage a portfolio of donor relationships and apply a moves management approach to the portfolio with a custom cultivation strategy for each donor. Set and maintain success metrics as it pertains to donor cultivation and solicitation.
  - Oversee developing revenue goals for annual giving and corporate support
  - Oversee Corporate support budget goals and strategy, managing Community Partnership Coordinator duties.
  - Oversee annual special events, goals and strategy; managing Development and Events Manager.
  - Provide strategic oversight and people leadership for the Volunteer Engagement team, ensuring volunteer strategies are aligned with annual giving, corporate support and event fundraising goals.
  - Partner cross-functionally to leverage volunteer engagement as a pipeline for donor cultivation, corporate partnerships and long-term supporter growth.
  - Oversee event strategy, including fundraising events and sponsor recognition events.
  - Manage and execute annual giving campaigns such as Women Build Network, Amplify Austin and Giving Tuesday.
  - Oversee and strategize Affinity Builds to meet fundraising and volunteer needs.
  - Oversee and strategize for entry level donation process which includes volunteers, event attendees, and monthly donor program.
  - Strategically engage board members, organization executives and current donors in peer prospect identification, visits and closings.
  - Routinely network with corporate executives and interact with high-net worth individuals for the purpose of cultivating personal relationships and developing personal giving.
  - Demonstrate a keen sense of curiosity for donors – seeking to “crack the code” of what compels each donor to give substantially by asking the right questions – and able to personally adapt as needed to meet the needs of donors.
  - Report progress of donor caseload on a regular basis.
  - Meet or exceed budget goals.
  - Participate in AHFH public speaking opportunities
  - Attend regular planning meetings with CDO to coordinate regular meetings for oversight of direct reports.
  - Attend AHFH meetings as required by position.
- Other duties as assigned

### **MINIMUM EXPERIENCE REQUIREMENTS:**

- History of successful donor cultivation and stewardship
- Excellent oral and written communication skills
- Supervisory and project management experience
- Strong interpersonal skills
- Strong organizational skills; ability to set priorities
- Ability to work independently and in a team environment
- Strong computer skills, including database management (Raiser’s Edge)
- 5-7 years of experience in nonprofit fundraising or sales
- Working knowledge of non-profit organizations and fund development
- Bachelor’s degree in a related field

### **PREFERRED EXPERIENCE REQUIREMENTS:**

- Must be detail-oriented and able to focus on task completion
- Effective public speaker
- Strong skills in Microsoft Office applications, specifically Excel & PowerPoint
- Experience with major gift fundraising
- Certified Fund Raising Executive (CFRE)
- Experience and interest in affordable housing
- Program impact measurement
- Experience creating and overseeing budgets

### **COMPENSATION:**

- \$78,000 - \$90,000 annually 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 accommodation 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.

**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.**