

**Morris Habitat for Humanity
Development Director**

- Reporting to the Executive Director, the Development Director of Morris Habitat for Humanity (MHfH) will implement and monitor a comprehensive fundraising program, which includes major gifts, foundation and corporate submissions, special events, and annual appeals. Specific responsibilities include:
 - ▶ Work with the Executive Director, Board of Directors, volunteers, and staff to identify, cultivate, solicit, and close on donations, i.e. individuals, community groups, foundations, businesses, corporations and congregations
 - ▶ Conduct one-on-one and small group cultivation gatherings
 - ▶ Create and manage stewardship activities and donor recognition programs
 - ▶ Research foundation and corporate prospects and create and submit grant proposals in collaboration with the Executive Director
 - ▶ Oversee special events and create opportunities for special event attendees to develop a closer relationship with MHfH
 - ▶ Initiate planned giving program
 - ▶ Develop fundraising benchmarks in conjunction with Executive Director and Board that include measures of success, stewardship, and communication programs
 - ▶ Oversee the day-to-day management of the development program
 - ▶ Supervise the design and distribution of MHfH materials/publications to funders, current and prospective donors, and media groups
 - ▶ Provide input to MHfH's website as it relates to prospects, donors and volunteers
 - ▶ Assist in the development of press releases and other public announcements as related to philanthropic support
- Qualifications:
 - ▶ A proven track record of success
 - ▶ Knowledge of state-of-the-art and best practices in development
 - ▶ Five to seven years experience in major gifts, proposal writing, fundraising and communications
 - ▶ Ability to organize and implement strategic fundraising plans
 - ▶ Familiarity with New Jersey institutions, Morris County and philanthropic community
- Competitive salary
- Submit cover note and resume to: tshubeck@ruotoloassoc.com with reference to the position title in the subject line