



Director of Development & Communications

Habitat for Humanity of Ventura County (HFHVC) brings people together to build homes, communities and hope in partnership with those in need. Over the past 36 years, Habitat has built 70 new homes and renovated/repaired hundreds more, building strength, stability, self-reliance and shelter throughout Ventura County.

The Director of Development and Communications for HFHVC provides leadership and direction for all aspects of the organization's fund development and communication plans. Responsibilities include planning, organizing, and directing all fundraising initiatives: major gifts, annual fund, planned giving, special events and capital campaigns. The Director works closely with the CEO and the Board of Directors in all development and fundraising endeavors.

Position summary

Type: Full-time, Exempt

Reports to: CEO

Compensation: \$70,000-\$75,000 annually, negotiable

Work schedule: Monday - Friday with some weekend and evening requirements.

Location: Oxnard, CA

Position Responsibilities

- Develop and lead the fund development, marketing and communication strategies to meet the goals and objectives of HFHVC.
- Meet prospective donors and supporters on a continual basis to establish effective communications with them.
- Grow a major gifts program including identification, cultivation and solicitation of major donors.
- Oversee grant seeking including research, proposal writing, and reporting requirements.
- Build the planned giving program with a focus on deferred gifts such as bequest expectancies.
- Direct the annual fund program, including mailings and annual fundraising drives.
- Direct capital campaigns and other major fundraising drives.
- Coordinate fundraising special events with development & communications staff.
- Direct employee fundraising drives.
- Oversee prospect research.
- Maintain gift recognition programs.
- Oversee fundraising database and tracking systems.
- Make public appearances/accept speaking engagements to share information about Habitat with the community.
- Oversee creation of publications to support fund raising activities.
- Oversee marketing and communication strategies, utilizing low-cost methods to promote and increase HFHVC's visibility.
- Manage HFHVC's public relations with local media.

- Staff liaison to Board Fund Development and Marketing & Communications Committees.
- Supervise development and communications staff.
- Work closely with the CEO and Board of Directors.
- Perform other related duties as requested.

Required Skills and Qualifications

- Must embrace the mission and goals of Habitat.
- Knowledge and experience in fundraising techniques, particularly major gift fundraising.
- Possess interpersonal skills to work with and motivate staff, board members and other volunteers.
- Have the desire to get out of the office and build external relationships.
- Be a “self-starter” and goal driven to initiate donor visits and fundraising calls.
- Strong organizational and planning skills. Detail oriented. Able to manage several activities simultaneously.
- Excellent written and verbal communication skills; comfortable with public speaking.
- Display a positive attitude, show concern for people and community, demonstrate presence, self-confidence, common sense and good listening ability.
- Ability to manage and analyze data sets, provide meaningful insights and recommend follow up actions.
- Strong computer skills, donor database familiarity and use of social media.
- Ability to work in a fast-paced, open, team-oriented setting.
- Minimum 4 years in professional fundraising.
- Bachelor’s degree or higher preferred.

To Apply:

E-mail the following to info@habitatventura.org. Please include “Director of Development & Communications - your last name” in the subject line. Incomplete applications will not be accepted.

1. Cover letter.
2. Current resume.
3. Reference list – 3 references

Applications will be accepted through April 19, 2019 or until position is filled. Candidates will be contacted for interviews on a rolling basis. No phone calls please. Only short-listed candidates will be contacted.

Habitat for Humanity of Ventura County is an equal opportunity employer.