



Development Director

Your time, talent and passion will create safe, affordable homes for our neighbors in need around the Palouse.

Position Summary

The Development Director leads Palouse Habitat for Humanity's fundraising and donor engagement efforts, ensuring sustainable financial support to expand Palouse HFH's efforts to provide affordable homes in Latah and Whitman counties through home building and home repair. This role is responsible for cultivating relationships with individuals, businesses, churches, organizations, and foundations, and for implementing strategies that expand and diversify financial resources through major gifts, legacy giving, grants, corporate sponsorships, and community support. This individual will oversee Palouse HFH's already successful in person and online fundraising events.

Key Responsibilities

Design and implement a comprehensive development plan to support Palouse HFH's goals to build 3-4 homes a year and expand our Home Repair program, including an annual fund, major gift solicitation, a legacy giving program, as well as annual fund/friend raiser activities.

- Develop and steward relationships with donors and prospects through personal outreach, visits, and follow-up activities.
- Plan and manage key fundraising events (e.g., *Beans and Jeans*) and donor recognition activities.
- Support Executive Director, key staff and Board members in donor engagement, including scheduling and participating in face-to-face meetings.
- Oversee donor communications including mailings, appeal letters, and stewardship initiatives.
- Manage all administrative aspects of fundraising, including donor acquisition, solicitation, stewardship, and data management.
- Utilize the CRM system to track donor information and monitor engagement.
- Provide regular reports to the Executive Director on fundraising progress, including monthly work plan updates and quarterly development plan assessments.
- Represent Palouse Habitat for Humanity through public speaking, community outreach, and media opportunities to build awareness and support. Build relationships with local and regional nonprofit and philanthropic community for information exchange and support.
- Assist with grant management as part of larger development effort. Help research funding opportunities, maintain annual calendar, assist with applications and reporting.
- Work with Executive Director to prepare annual budget for resource development activities, and to project development funding.

Qualifications

- A heart for mission-oriented work and public service.
- 3–5 years of progressively successful experience in fundraising, sales, or related field.
- Demonstrated success cultivating long-term donor or client relationships and securing financial support.
- Outstanding organizational, communication, and interpersonal skills.

- Ability to work independently and collaboratively in a team environment.
- Comfortable with public speaking and community engagement.
- Proficient with donor management/CRM systems and Microsoft Office 365.
- Flexibility to work some evenings and weekends.
- Physically able to work in an office environment, including desk work, using a computer and phones, and occasionally lift office or presentation materials up to 50 lbs.
- Valid driver's license and able to drive distances of up to several hours.
- Pass a background check.
- Bachelor's degree in related field.

Preferred Qualifications

- Established donor portfolio of at least \$100K.
- Experience fundraising on behalf of low- to moderate-income individuals.

Position Description, Compensation and Benefits:

- \$65,000 to \$70,000/yr DOE, Full-time exempt
- Health insurance, including medical, dental and vision
- Simple IRA plan with a 2% match
- Vacation: Five federal holidays, a week at Thanksgiving and a week at Christmas. Additional vacation time depends on length of service, starting at 1.25 days/month.
- Personal days: up to 3 days per year arranged with supervisor
- Sick leave: up to 10 days per year, accruable up to 20 days
- Location: Workstation is located at 306 N. Main Street, in Moscow, but travel for meetings and events around the Palouse is expected.
- Reports to: Executive Director. Work collaboratively with other lead staff including Construction Manager, Homeowner Support Manager, and ReStore Manager.
- Oversee: Communications Manager, Development Committee

Position open until filled. Submit a resume and cover letter to habitat at palouse habitat dot org or by mail to PO Box 3054 Moscow, Idaho 83843

Palouse Habitat for Humanity

Vision: A world where everyone has a decent place to live.

Mission: Putting God's love into action, Habitat for Humanity brings people together to build homes, communities and hope.

Core Values: Welcome to Palouse Habitat for Humanity! You can count on us to help bring the Palouse community together to meet our neighbors' housing needs with integrity, compassion, sustainability, and professionalism.

Palouse Habitat for Humanity is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, age, religion, sex, sexual orientation, marital status, national origin or disability. Accommodation will be made for employees requiring them.

Palouse Habitat for Humanity is a drug-free workplace.