

# Director of Strategic Partnerships

(Director of Fundraising and Development)



**Habitat**  
for Humanity®  
Montgomery County, TX

## Habitat for Humanity of Montgomery County, TX

**Job Type:** Full Time

**Job Title:** Director of Strategic Partnerships

**Reports to:** Executive Director

**Location:** 1501 S. 7<sup>th</sup> Street, Conroe, TX 77301

**Position Summary:** The Director of Strategic Partnerships (DoSP)/Director of Fundraising and Development is a member of Habitat Montgomery County's senior leadership team and develops and implements a strategic vision for the resource development program in conjunction with the organization's long-term vision for community impact. Success in this role includes bringing passion, creativity and energy to the work and team, and establishing a record of securing major gifts from diverse sources through demonstrating effective and collaborative leadership in growing the organization.

*Habitat for Humanity's mission is seeking to put God's love into action by bringing people together to build homes, communities, and hope. Our vision is a world where everyone has a decent place to live.*

The DoSP has primary responsibility for the oversight and management of Habitat for Humanity Montgomery County's resource development program, which includes fundraising, volunteer management, marketing and communications.

**The development program includes major gifts, planned giving, annual giving, direct mail, corporate and faith-based home sponsorships, foundation giving, special events, online fundraising, capital campaign, volunteer management, marketing and communications.**

### Essential Functions & Responsibilities

- Develop and successfully execute annual and multi-year fundraising plans to meet the organization's goals for addressing the growing need for affordable housing in our community and around the world. Demonstrate accountability and integrity in developing and achieving the team's goals.
- Work with the Executive Director and Capital Campaign consultant to plan, execute, and steward approx. \$20M capital campaign, currently in the planning phase. Seek innovative ways to expand the impact of our program by ensuring the organization is maximizing its potential for community support. Focus strategies on developing diverse and sustainable funding sources to meet or exceed the annual budget goal of over \$2 million.
- Work with the Executive Director and executive leadership team to uphold the organization's vision, values and mission as the guide for our work; to ensure organization's financial sustainability and to build a highly competent, innovative and mission-driven team.

- Personally manage top donor and prospect accounts to secure 5 to 6 figure gifts annually. Support the Executive Director and Board of Directors to increase cultivation and solicitation activity to increase giving.
- Leverage home sponsorship program to utilize volunteer opportunities to raise funds and grow volunteer programs. Oversee coordination of volunteer program and participants, ensuring adequate resource and volunteer utilization within the homebuilding and homeownership programs.
- Assist with designing and distributing ReStore and Homeowner Services marketing and communication social media, website pages, and collateral materials.
- Ensure adherence to the organization's fundraising values, Habitat for Humanity International's Collaborative Development Handbook, and recommendations of Association of Fundraising Professionals, including AFP Code of Ethical Standards and the Donor Bill of Rights.

### **Donor Relationship Development**

- Utilize Habitat for Humanity's brand to develop new resources for the organization and advance our mission. Promote and protect our brand internally and externally to ensure full compliance with brand policy and usage requirements.
- Cultivate current and potential donors through communications and marketing. This includes database management, quarterly and monthly newsletters, social media, public speaking, website development, print and electronic materials, and media releases, tabling at workplace giving events.

### **Administration**

In addition to the Executive Director, the DoSP will work closest with the Board of Directors and several Committees to identify potential donors and community partnerships and provide oversight of initiatives and engagement through various events, marketing and public relations.

- Direct reports include a Community Engagement Coordinator, to encourage and expand home sponsorships through outreach and engagement activities, and effective volunteers on construction and repair sites and at the ReStore; a grant writer to assist with grants research, proposal writing, and reporting; a Marketing firm, for marketing and events materials, social media and e-newsletter creation and distribution, website management, and donor database oversight.

### **Requirements**

Education, Experience, Skills, and Physical Requirements

- BA/BS degree required. Master's Degree preferred in Non-Profit Management, Business, Finance, Marketing or Public Policy helpful.
- 10+ years of professional development or relevant experience with 5+ years of experience leading development programs responsible for \$750,000+ philanthropic budgets.
- Experience with volunteer management and communications/marketing is ideal.

- Experience with diverse facets of fundraising and demonstrated ability to successfully source and secure funds for a non-profit organization.
- Valid driver's license with good driving record and proof of automobile insurance.
- Passion for Habitat's mission and goals to build a world where everyone has a decent place to call home.
- Ability to authentically represent organization and its values with variety of donor types.
- Professional and leadership qualities including: initiative, decisive and sound judgment, strategic thinking, ethical business acumen, team building and teamwork, compassion and empathy.
- Demonstrated success with identifying and securing funds from diverse philanthropic communities, such as corporations, individuals and faith-based congregations, to meet fundraising budgets in excess of \$2 million.
- Major donor experience with a proven track record of raising 5 and 6 figure major and planned giving gifts annually.
- Capital Campaign experience.
- Accomplished and proven staff supervisor with an inclusive management style.
- Excellent written and verbal communication skills.
- Strong interpersonal skills and ability to build strong relationships.
- Ability to balance the creation and implementation of Development's strategic plan objectives that support the Board of Directors' Strategic Plan.
- Ensure that donor appreciation is an essential component of our everyday work.
- Working knowledge of Microsoft Office Suite, knowledge of fundraising software preferred.
- Ability to travel to and from meetings and appointments in locations and at times when public transportation is unavailable.

### **About Habitat for Humanity Montgomery County, TX**

Our goal is simple – to empower communities and provide strength, stability, and self-reliance through affordable housing. Since 1989, we have relied on the loving hands of volunteers to build strong homes and strong communities.

We believe that everyone deserves a decent place to call home. By partnering with caring people around the world, building homes with volunteers, and offering affordable mortgage payments, we empower homeowners to gain the independence they need for a better life for themselves and their families.

Habitat MCTX is an affiliate of Habitat for Humanity International. We are 100% self-funded, depending entirely on the unwavering support of the local community.

**Resumes and Cover Letters may be submitted to [mmetzler@habitatmctx.org](mailto:mmetzler@habitatmctx.org)**