



# Director of Development Job Opportunity

### POSTING DATE

June 13, 2024

### SALARY

\$105,000 - \$120,000

### LOCATION

Port Townsend, WA

### TO APPLY

Applications submitted by July 18, 2024 will be given full consideration.

Interviewing is anticipated in July; early applications are strongly encouraged.

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Habitat for Humanity of East Jefferson County seeks a seasoned Director of Development to lead us **as we build on our enormous fundraising success and scale our development department to support exponential program growth.** In response to the affordable housing crisis facing our region, we have tripled individual contributions in the past few years, and we are ready to build on this success to grow our community impact even further. The Director of Development will be a pivotal member of the senior leadership team guiding our plans for growth, so we can move closer to our vision of a world where everyone has a decent place to live.

### As Development Director, you will:

- Work as a thought partner with our Executive Director to build revenue plans based on feasibility studies, drive fundraising strategies, and create a development plan to support transformative growth.
- Shape, grow, and lead an excellent fundraising team to achieve our shared goals.
- Use your exceptional relationship-building skills to manage relationships with donors, funders, and key volunteers, and to bring people together in support of our community.

This position offers an exciting opportunity for an experienced development leader to make a significant impact while being part of a close-knit team in a burgeoning community. Your work will play a critical part in assisting Habitat in achieving ambitious goals to ensure everyone in our community has a healthy, affordable place to live. Whether you are already familiar with East Jefferson County or you are curious about this friendly, historic community at the doorstep of the Olympic National Forest and the Olympic Mountains, we hope you will consider this opportunity to leave a positive mark on this community.



# Organizational Overview

## Our Mission

Seeking to put God's love into action, we bring people together to build homes, communities and hope.

## Our Vision

A world where everyone has a decent place to live.

## Habitat for Humanity of East Jefferson County partners with people in the county to help them build or improve a place they can call home.

Habitat homeowners help build their own homes alongside volunteers and pay an affordable mortgage. With generous support, Habitat homeowners achieve the strength, stability, and independence they need to build a better life for themselves and for their families.

In addition to new construction, Habitat also renovates and aids in the repair of existing homes. Building and repair are part of the solution - but that's not enough. Habitat for Humanity promotes sustainable and inclusive policy solutions and systems changes at all levels of government to eliminate barriers to adequate and affordable housing.

## By the numbers:

- 22 staff members
- \$6.9 million budget '23-'24
- \$4.1 million raised in '23-'24
- 68 homes built
- 54 repair projects
- 13 homes recycled



3

more neighborhoods planned, representing 170 additional homes



136

families positively impacted since 1998



379

volunteers in 2023



18,067

volunteer hours

# Position Opportunities

This role is a unique opportunity for a leader who is excited to build upon Habitat's strong track record of success to continue growing our revenue and impact. Habitat for Humanity of East Jefferson County is well-positioned to help address the county's severe housing crisis, with a stable donor base and strong leadership.

The Director of Development will have the opportunity to build and lead a team. The department includes a database specialist, a volunteer engagement manager, and a contract grant-writer. As the Director of Development, you will design and hire a manager-level position to provide key capacity for growth. You will also be part of shaping and leading significant goals for growth of our annual giving, as well as a campaign to support a 150-home development designed to accommodate the local community's workforce and families. This will include expanding revenue from our existing donors and funders, as well as identifying, cultivating, and securing new revenue from public and institutional funding sources.

## As Director of Development you will have a chance to:

- 🏠 Partner with an experienced Executive Director in planning for the organization's impact in the local community, while leveraging the international high regard for Habitat's work.
- 🏠 Weigh the findings of a feasibility study of community capacity to set ambitious yet grounded fundraising and growth goals, and build upon considerable fundraising success from a committed donor community.
- 🏠 Set fundraising strategies based on shared values and relationships (without having to plan and manage lower-ROI large fundraising events!)
- 🏠 Be a participant and a leader in a close-knit community by bringing people together around a powerful mission: ensuring everyone has a healthy, affordable place to live.



# The Ideal Candidate

The successful candidate will be excited and motivated by the opportunity to lead Habitat's growth efforts. They will have **demonstrated experience developing and implementing plans for significant revenue growth or large capital campaigns, including experience with expanding a development department to successfully achieve growth goals.**

Beyond this essential experience, we seek candidates who possess many of the following skills and characteristics, and who are able to identify where they will need to further develop.

Our Director of Development will:

- **Demonstrate exceptional interpersonal and relationship-building skills**, with the ability to build rapport and trust quickly, inspire confidence in the organization, and ensure supporters feel an authentic connection to the mission and impact.
- **Bring strong strategic thinking and analytical skills** to identify and leverage new funding opportunities that are aligned with our goals for growth, including the ability to successfully navigate and secure public funding and foundation grants.
- **Have a high degree of comfort and ability to identify, cultivate, solicit, and steward major gifts.**
- **Bring experience engaging and supporting an executive director, board of directors, and development team** in implementing moves management strategies and supporting them in their fundraising.
- **Possess strong aptitude for people management**, with the ability to define clear roles and expectations and to delegate responsibilities effectively.
- **Demonstrate a commitment to diversity, equity, and inclusion** through continuous development, modeling inclusive behaviors, and proactively managing bias.
- **Show passion for our mission**, and a deep desire to connect with, and be part of, our vibrant local community.
- **Bring familiarity with, or strong aptitude to learn about, affordable housing development**, and effectively make a case for support of our work. A background in housing, human services, or a related field is a plus.



# The Work Environment

Habitat for Humanity of East Jefferson County offices are located in Port Townsend, on Washington's Olympic Peninsula. The organization has 22 staff members, forming a high-performing and close-knit team deeply invested in the local community and very committed to the mission of Habitat for Humanity. The Director of Development should expect to spend roughly three days per week in the office and considerable time meeting with people in the community.

Located 2 hours from the Seattle metro area in Washington's beautiful Olympic Peninsula, East Jefferson County consists of rural areas of the Peninsula as well as Port Townsend, a town known for its artistic soul, world-class culinary venues, Victorian architecture, and maritime legacy. The area is steeped in fascinating history, including its Native American roots and its two National Historic Landmark Districts. From its beaches to the Olympic National Park, the area is also known for its natural beauty and opportunities for outdoor adventure.

While continual engagement with the local community and some time in the office will be crucial, the Director of Development could live in Port Townsend or choose to live in nearby areas such as Port Angeles, Whidbey Island, or Bainbridge Island.



# Compensation and Benefits

The expected salary range is between \$105,000 and \$120,000, depending on qualifications and experience.

Habitat for Humanity of East Jefferson County offers generous benefits including:

- Generous vacation and 10 paid holidays annually.
- Medical, dental, and vision insurance, with 100% of the employee premiums paid by Habitat for Humanity of East Jefferson County.
- HSA and 401K plans including some employer contributions.
- Flexible work schedule and/or hybrid/partial remote options.
- A stipend to help offset relocation costs, if the candidate is moving for this position.



## How to Apply

Apply here: <https://cloversearchworks.hire.trakstar.com/jobs/fk0vgqi>

Online applications only, please no email or paper submissions. You will be asked to upload a cover letter and resume. In your cover letter, please describe your interest in working in this region and how your experience relates to the goals of the position as described in this announcement.

**Applications received by July 18 will be given full consideration; early applications are strongly encouraged!** All applications will be acknowledged via an email receipt. Consideration will be given to applications as soon as they are received; phone and in-person interviewing is anticipated to begin in July.

Questions regarding this opportunity are welcomed and can be directed to:

**José Leonor**

[jose@cloversearchworks.com](mailto:jose@cloversearchworks.com)

Schedule a call:

<https://calendly.com/jose-xe/connect>

### Commitment to Equity

HFHEJC is an equal opportunity employer and seeks to employ and assign the best qualified personnel for all our positions in a manner that does not unlawfully discriminate against any person because of race, gender, color, age, religion, honorably discharged veteran or military status, marital or familial status, gender identity, sexual orientation, political ideology, creed, heritage, ancestry, national origin, the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability, or any other status or characteristic protected by law.



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