

Resource Development and Marketing Manager
Job Description
Habitat for Humanity of Montgomery County, Texas

Title: Resource Development and Marketing Manager

Reports To: Executive Director

Job Summary: Responsible for working with the Executive Director and Board of Directors in planning and coordinating all aspects of resource development for the affiliate. Develop and implement a marketing plan and strategy to increase the affiliate's resources including fundraising, major gifts, planned giving, sponsorship acquisition, property, and cultivating new donors and volunteers.

Responsibilities and Duties:

Fundraising Activities: Work with Fundraising Committee to participate in and support fund raising activities. Analyze current programs and fundraising activities, initiate, and generate new programs and ideas. Work on special giving and sponsorship programs such as the Building Hope Gala, grants, special campaigns, planned giving, etc.

Marketing: Prepare a comprehensive marketing plan to meet the long-range plan of the affiliate. Identify and pursue sources of corporate and foundation funding, gift planning approaches. Develop, cultivate, and implement major donor solicitation and gift plans. Work with volunteer committee to cultivate volunteers and donors.

Communication: Develop materials, content and tools for raising funds, including overseeing website, newsletter, brochures, campaign materials, videos, homeowner testimonials. Make presentations to church, civic, and community groups.

Administration: Provide accurate development reports to Executive Director and Board. Work well as a "team member" with other administrative personnel.

Qualifications: Bachelors degree or equivalent work experience with strong communications skills, including public speaking and interpersonal communication. Proficient in Word, Excel, Outlook, database, and PowerPoint. Energetic, creative, detail-oriented, and capable of managing multiple tasks. Self-starter and ability to work both independently and with other staff and volunteers. Must be comfortable working with a faith based organization.

Full-time position; salary commensurate with experience. Flexible hours with some evening and weekend work required.

Please submit cover letter and resume to: vicki@habitatmctx.org.

