



P.O. Box 178
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**DIRECTOR OF DEVELOPMENT AND ADMINISTRATION
FOR
HABITAT FOR HUMANITY OF FRANKLIN COUNTY, MO., INC**

Non-profit 501 (c) (3) Habitat for Humanity of Franklin County, Mo., seeks a dynamic, experienced individual to assume responsibility for fundraising, grant-writing, marketing and other management responsibilities. This position offers a great opportunity for a creative, enthusiastic, committed individual to join a team of professionals who volunteer to advance the Habitat mission as members of the Board of Directors. Habitat for Humanity provides affordable housing to limited income partner families living in Franklin County.

This is a full-time (40 hours per week) position. Office hours are flexible. Some evening and weekend work may be required for compensatory time. One week of vacation (concurrent or a day at a time) and health insurance (if needed) are included.

Major responsibilities:

- 1) Work closely with the President and the Board of Directors to develop and execute various fundraising and development strategies (position reports to the President).
- 2) Responsible for maintaining relationships with various stakeholders, including donors, volunteers, program partners and granting organizations/agencies.
- 3) Responsible for all aspects of grant writing, including thoughtful identification of prospects.
- 4) Responsible for donor development including major and planned gifts, annual appeals and friends program.
- 5) Responsible for coordination of special events.
- 6) Responsible for oversight/reporting of grants received from government agencies, corporate donors, and private foundations--light bookkeeping required.
- 7) Assist in development of marketing materials including brochures, ad copy, press releases, newsletters, door hanger, etc.
- 8) Develop annual reports and maintain our web presence (including our own web site and various social networking sites), and other managerial and administrative duties as needed.

Qualifications sought:

The successful candidate will be a self-starter, team player, attentive to detail, possess excellent written and verbal communication skills (including computer fluency in Microsoft Office) and enjoy asking people for money. We hope this person will quickly become a passionate champion for our mission and organization.

A Bachelor's degree with some management level experience is desired. Development and/or fundraising experience is required. Grant writing experience is required.

To apply, please submit a resume to info@franklincountyhabitat.com, along with a cover letter describing in more detail 1) your experience with grant writing, development and fundraising, 2) your involvement with non-profit organizations as an employee and/or volunteer, and 3) your salary history and requirements.

Building Houses in Partnership with God's People in Need.