



Title: Director of Charitable Giving
Supervisor: CEO
Status: Full-time, exempt
Typical Workweek: Monday-Friday, with some evening & weekend requirements
Salary: \$50,000-\$60,000, plus comprehensive benefits package
Location: Requires frequent travel throughout Berkshire County, Massachusetts

The Director of Charitable Giving will lead the philanthropic efforts of Central Berkshire Habitat for Humanity. Focus is on increasing the fundraising capacity of Habitat to build affordable homes, strengthen families and communities, and foster hope. The Director of Charitable Giving will implement fundraising strategies to accomplish fund development and capacity building initiatives identified in the strategic plan.

Responsibilities:

- Lead the creation and execution of a comprehensive strategy and implementation plan to increase contributed revenue and meet fundraising goals.
- Lead Major Giving program. Identify, cultivate, solicit, and steward major giving donors. Build relationships with prospects who have the capacity and affinity to contribute a major gift.
- Develop and implement Planned Giving Program. Track progress of pending Legacy and Bequest gifts. Create strategy, fulfill requests, produce correspondence and encourage increased participation.
- Cultivate relationships with both corporate and individual donors with the goal of gaining long-term support.
- Plan and complete projects associated with fundraising, including acquisition, solicitation, stewardship, and monitoring of all donor data and relationships, including annual campaign, Women Build, Giving Tuesday, Board Campaign, and all other donor campaigns.
- Support the Development Committee. Engage, guide and create volunteer opportunities with a team approach for implementing fundraising techniques aimed at building and sustaining donors and prospects.
- Lead all fundraising events, including developing event plan and purpose, volunteer committee engagement, recruitment of outside partners as needed, negotiating vendor contracts, and managing event budgets to maximize financial resources generated.

- Work with construction team to identify items and services for construction projects, and solicit and coordinate in-kind donations to reduce construction expenses.
- Increase giving across the organization working with colleagues, including Corporate Giving with local corporations, Faith-Based giving with local religious institutions, Institutional Giving from government and foundation sources, and Habitat International opportunities, including Cars for Homes and other initiatives.
- Coordinate and oversee direct donor mailings, appeal letters, and other donor engagement activities.
- Provide accurate and timely activity and pipeline reports and revenue forecasts.
- Maintain up-to-date donor and prospect profiles and records of contact. Continuously ensure donor database management system is reflective of all fundraising activities.
- Participate in public speaking and outreach opportunities as needed to share information about Habitat for Humanity's goals and impact in the community.
- Other tasks as needed for the overall success of the organization.

Skills and Experience Required:

- Bachelor's degree;
- Five+ years progressively responsible fundraising experience;
- Strong oral communication/presentation skills, including comfort liaising with donors, colleagues, board members, community leaders, and elected officials;
- Excellent people skills—ability to work with a diverse range of staff, volunteers, board members, future homeowners, etc. and handle all interactions with tact, diplomacy, and humor;
- Ability to create budgets, and produce reports and other financial documents;
- Experience with Bloomerang and project management tools, a plus;
- CFRE preferred;
- Proficiency in MS Word/Excel/Outlook; familiarity and/or ability to quickly learn other software.

If this opportunity looks like a fit for you, please submit 1) a tailored, authentic cover letter that explains why joining the Habitat team excites you and why this particular role is a fit for you and 2) your resume.

Please address your cover letter to Carolyn Valli, Email to cvalli@berkshirehabitat.org