Donor Development Officer Job Description

Department: Development & Communications
Classification: Full time, Exempt
Reports to: Vice President, Development & Communications (VPDC)
Primary Office Location: Silicon Valley, Milpitas

Mission:
Seeking to put God’s love into action, Habitat for Humanity brings people together to build homes, communities, and hope.

Position Summary:
Under the general direction of the VPDC, the Donor Development Officer (DDO) is responsible for maintaining and increasing funding from high net-worth individuals through effective identification, cultivation and solicitation. The focus of this position will be to identify and deepen relationships with individuals in the Silicon Valley.

Essential Duties and Responsibilities:
• Identify, cultivate, solicit, steward and retain qualified prospects and donors. Manage a portfolio of approximately 150 qualified relationships, and apply a moves management approach to the portfolio, with a custom cultivation strategy for each donor.
• Establish a strategic and systematic focus on closing multi-year commitments from high net-worth individuals. Meet or exceed budget goals.
• Strategically engage board members, organization executives and current donors in peer-prospect identification, visits, and closings.
• Routinely network with corporate executives, and interact with high-net worth individuals for the purpose of cultivating personal relationships and developing personal giving. Collaborate with colleagues when corporate giving interests are expressed.
• Work collaboratively with the Donor Stewardship Manager to analyze portfolios and strategize upgrades, and with Corporate Development Officers to cultivate individual gifts from corporate partner executives.
• Demonstrate a keen sense of curiosity for donors – seeking to “crack the code” of what compels each donor to give substantially by asking the right questions – and able to personally adapt as needed to meet the needs of donors.
• Successfully align partner interests with HEBSV’s strategy and demonstrate a strong value proposition. Convincingly articulate the unique selling proposition.
• Promote and close complex sales such as campaign, endowment, and planned gifts.
• Assist with the planning and implementation of at least one recognition / cultivation event for major donors each fiscal year (such as the Build the Dream Brunch) with specific responsibility for
filling the venue and meeting event revenue goals. Additionally, assist with other HEBSV events (tours, informational activities, fundraising house parties, etc.) that could be used as tools to cultivate major donors and donor prospects.

- Guide the development of compelling proposals and oversee the development of creative presentations and reports. Coordinate PR benefits and recognition for individual partners.

General Activities:
- Support the VPDC in developing the annual strategic plan objectives and create annual goals for individual giving. Develop an annual budget and monthly cash flow for income and expenses.
- Provide accurate and timely activity and pipeline reports and revenue forecasts. Maintain accurate information in the donor database
- Work in a team environment on department activities and initiatives with a positive attitude.
- Assist with outreach and speaking engagements on behalf of the HEBSV. Attend and assist with organizational events.
- Effectively manage HEBSV’s resources

Note: This document describes typical duties and responsibilities and is not intended to limit management from assigning other work as needed.

Time Commitment:
Full-time, flexible hours. Some weekday evenings and weekends required.

Position Requirements:
- Bachelor’s degree
- 5 years paid nonprofit experience in individual donor development and major gift solicitation
- Experience managing a portfolio of high net worth individual donors
- Excellent writing, editing, and verbal communications skills with the ability to make dynamic group presentations
- Strong planning skills, including the ability to anticipate tasks, set priorities, meet deadlines and function smoothly under strict deadlines and shifting priorities.
- High-level computer literacy skills. Experience with donor databases, ideally Raiser’s Edge
- Strong team player who also works well independently
- The capacity to develop and maintain positive and productive relationships with donors, volunteers, Board of Directors, and staff
- Local knowledge of the Bay Area philanthropic community
- Commitment to affordable housing and to HEBSV's mission