



Job Title: Resource Development Manager
Department: Community Engagement
Supervisor: VP of Development
Direct Reports: Development Associate, Grants Specialist
FLSA Status: Exempt
Approval Date: March 27, 2024
Pay Range: \$24.03 - \$33.65 p/hr. (\$50,000 - \$70,000 annualized salary) with full benefit package
Schedule: Monday – Friday; 8AM – 4PM

ORGANIZATION OVERVIEW:

Founded in 1981, Pensacola Habitat for Humanity is a non-profit, non-denominational, Christian ministry whose purpose is to improve communities through sustainable partnerships. Having built and renovated more than 1,600 homes, Pensacola Habitat seeks new and innovative ways to positively impact the community through various meaningful projects, including our Home Buyer and Community Development programs. Pensacola Habitat for Humanity offers unique financing opportunities to qualified applicants to provide affordable homeownership in Escambia and Santa Rosa counties. We are also the ONLY Habitat for Humanity affiliate who is also a NeighborWorks Charter Member. Pensacola Habitat is an affiliate of Habitat for Humanity International and follows HFHI’s non-proselytizing policy.

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

Our vision: A world where everyone has a decent place to live.

GENERAL DESCRIPTION:

The Resource Development Manager is responsible for working with the VP of Development to create, manage, and promote board approved financial and resource development programs, relationships, and events in Escambia and Santa Rosa counties that provide long-term positive results supporting the mission of Pensacola Habitat for Humanity.

CORE RESPONSIBILITIES:

- Assist in crafting a comprehensive annual fundraising strategy aimed at soliciting support from diverse sectors; including direct donations, in-kind gifts, special events, annual giving campaigns, planned giving, foundations and grants, etc.
- In conjunction with the VP of Development, execute all aspects of the federal and state application process for funding from the following programs: Community Contribution Tax Credit Program, Self-Help Home Ownership Program (SHOP), NeighborWorks America, New Market Tax Credit application, Capital Magnet Fund, and all opportunities from Habitat for Humanity Intl and others.
- Identify, initiate, cultivate, and retain external relationships with individuals and organizations in all sectors including but not limited to individual donors and local foundation, civic organization, faith communities, corporate, not-for-profit, and governmental representatives to bring support and specific resources to benefit the mission of Pensacola Habitat for Humanity.
- Represent the affiliate on occasion for speaking engagements, as assigned.
- Assist with annual budget creation with CEO, VP of Finance, VP of Development, and Finance and Executive Committee.
- Ensure timely acknowledgements for all donations (i.e., thank you letters, calls, cards, etc.); maintain appropriate records of contacts with donors and potential donors, update and utilize database as needed. This includes ReStore donors of in-kind goods as well as monetary donors.
- Develop and implement advocacy campaigns to broaden community awareness of current trends in affordable housing and community development under the Direction of the VP of Development and Pensacola Habitat leadership, as assigned. Support the activity of the governing board’s Resource Development Committee.

- Run weekly, quarterly, annual Resource Development reports.
- Work with the VP of Development on tasks as needed.
- Other duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES:

- Well organized and detail oriented.
- Excellent verbal and written communication skills.
- Effective leadership and team building skills.
- Self-motivated, able to work independently with minimal supervision.
- Organizing, planning, and budgeting skills.
- Excellent computer skills with knowledge of Office 365, knowledge of Salesforce CRM is a plus.

EDUCATION, EXPERIENCE:

- College degree required; advanced degree preferred.
- Non-profit development experience required; fundraising credentials desirable.
- Must have experience in writing/editing for general publication and technical grant preparation.
- Must be experienced and comfortable managing multiple complex projects simultaneously.
- Must have experience supervising subordinate staff, both compensated and non-compensated.
- Must be able to work with people from every level of the community with respect and dignity.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:

This position is primarily performed in an office setting and may require sitting for long periods of time. On occasion, this employee may work offsite and perform other tasks that may require repetitive lifting of up to 25lbs.

This position requires a valid state driver’s license, safe driving record, reliable transportation, and insurability through our vehicle insurance carrier.

Please note that this job description reflects the essential functions for this role but is not designed to be comprehensive and does not restrict the tasks that may be assigned. Duties, responsibilities, and activities may change at any time with or without notice. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

BENEFITS

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| • Healthcare | • Cancer Policy |
| • Dental | • 403(b) |
| • Vision | • Monthly Wellness Benefit |
| • Short/Long Term Disability | • Paid Time Off |
| • Life Insurance | • Holiday Pay |
| • Accident Policy | |

Pensacola Habitat for Humanity provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, or service in the military. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.