



We build strength, stability,  
self-reliance and shelter.

**Position Title:** Development Officer  
**Focus:** Annual Giving and Stewardship, Grants  
**Department:** Fund Development  
**Reports to:** Director of Development  
**Compensation:** Competitive DOE (full-time )

*We hire people who are enthusiastic about making a difference here in the Greater Sacramento Region. Join our team of change makers and dream builders.*

As one of the most well-known and respected nonprofit brands in the world, Habitat for Humanity is a global nonprofit housing organization working in local communities across all 50 states in the U.S. and in approximately 70 countries.

Habitat for Humanity of Greater Sacramento, a locally supported affiliate of Habitat for Humanity, provides families in Sacramento and Yolo County with a springboard to secure, stable futures through affordable homeownership, home repairs, and neighborhood revitalization. We are a small but mighty team of 30 likeminded people who support each other enthusiastically and without hesitation.

In the past year through substantial fund raising efforts, engaging over 2,000 volunteers and 300 businesses, and making over 91 million impressions through earned television, print, digital, and social media efforts - Habitat for Humanity of Greater Sacramento impacted over 2,000 individuals in the greater Sacramento community.

### **Your Impact**

The Development Officer plays a critical role in securing financial resources and sustaining and increasing donor support. This position manages the annual giving program, as well as solicitation of new grant and sponsorship support for Habitat Sacramento's growing Neighborhood Revitalization and build programs. Reporting to the Development Director and supporting the efforts of the Development Department (which is responsible for raising over \$1.9 million annually to support Habitat Greater Sacramento's \$5.6 million budget), this position is directly responsible for raising over \$350,000 per year by stewarding and soliciting supporters in our two-county region.

### **Primary Responsibilities**

#### **Annual Giving (40%)**

- Secure over \$215,000 in both new and ongoing annual contributions from broad base and mid-level donors by developing strategies to retain, re-engage, and acquire donors
- Plan and execute all aspects of the annual giving program, work with outside vendors, manage project timelines, and act as key designer and copywriter for appeals
- Develop effective marketing programs, including direct mail, promotion, and online giving campaigns such as #GivingTuesday and Big Day of Giving
- Manage Habitat's donor programs, including Cars for Homes (our car donation program), Peer-to-Peer fundraising, Carpenters Club (our monthly giving program), and 3<sup>rd</sup> part events as related to scope
- Support and manage key areas of the Hard Hats & High Heels Gala – Habitat Greater Sacramento's premier annual fundraising event
- Continually test, analyze, and iterate on results of various appeal and marketing campaigns
- Analyze giving trends and keep up-to-date on fundraising best-practices

### **Grant Writing and Sponsorship Solicitation (30%)**

- Secure over \$60,000 in new grant and sponsorship support for Neighborhood Revitalization Program
- Secure at least \$35,000 in new additional support for traditional sponsorship, Gala, in-kind, and various
- Identify, research, and qualify prospective government, private, and corporate foundation and grant opportunities and sponsorships
- Write and submit compelling proposals, compiled from inspiring stories, accurate data, and thorough responses to grantors' requests
- Complete and submit all required and non-required follow-up information for funders, detailing the impact of their support over time

### **Stewardship (20%)**

- Create strong Stewardship program for donors at all levels
- Steward donors at various levels, help the community connect with the mission and work
- Act as lead philanthropy writer for Habitat's materials for individual donors
- Coordinate with staff to assign weekly donation follow-ups and acknowledgement

### **Organizational Infrastructure (10%)**

- Respond to donor requests promptly and graciously
- Ensure donor data and all activities are accurately documented and tracked in Blackbaud Raiser's Edge CRM database
- Additional support for Development Director as needed

### **Skills**

- Minimum of two to four years of professional nonprofit development/fundraising or professional marketing/writing experience
- Ability to successfully perform the essential responsibilities and expectations of this position
- Strong organizational and prioritization skills in addition to the ability to manage and deliver on multiple initiatives under tight deadlines
- Very strong written communication skills
- Proficient in basic social media platforms and communication
- Highly organized, ability to multi-task, meet deadlines, and flexibility to adapt to the work
- Excellent organizational and prioritization skills; ability to manage an unpredictable workflow and possess the flexibility to respond thoughtfully and quickly
- Proficiency with Microsoft Office programs; Experience with Blackbaud Raiser's Edge a plus
- Must be able to pass background check

### **Work Environment**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets.

### **Benefits**

This position is a full-time, non-exempt position. Compensation for this role is competitive, DOE. This position offers health, dental and vision insurance, 403b retirement account with 2% employer provided match, 10 days paid time off your first year of employment and generous increasing accrual rate every year forward, 24 hours of California paid sick leave, and 10 paid holidays.

***EEO: Habitat Greater Sacramento is an equal opportunity employer. Habitat Greater Sacramento strives to reflect the diverse community it serves. Applicants who contribute to this diversity are strongly encouraged to apply.***

**Schedule:** Monday-Friday from 8:30am-5:30pm, occasional overtime on evenings and weekends will be needed.

**Physical Requirements:** Physical requirements are those that are present in normal office environment conditions and infrequently may involve light to moderate lifting up to 50lbs. Must be able to travel.

**Licenses and/or Certificates:** Candidates must possess a valid California driver's license and meet the State's automobile insurability requirement.

**To apply:** Submit resume and cover letter to [employment@habitatgreatersac.org](mailto:employment@habitatgreatersac.org) with the subject line "Development Officer Applicant"

*This position description does not list all the duties of the job. You may be asked by your supervisor to perform other tasks and duties. You will be evaluated in part based upon your performance of the responsibilities listed in this position description. Management has the right to revise this position description at any time and the associated metrics and fundraising goals of the position will be evaluated and changed as needed to support the affiliate annually. Any revisions after hire will be provided in writing.*

*Habitat for Humanity of Greater Sacramento expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Habitat for Humanity of Greater Sacramento's employees to perform their job duties may result in discipline up to and including discharge. Habitat for Humanity of Greater Sacramento encourages low and very-Low Income individuals to apply. Habitat for Humanity of Greater Sacramento is an At Will Employer. This position description is not a contract for employment, and either you or the employer may terminate employment at any time, for any reason.*