



Job Description
Major Gifts Program Manager
Habitat for Humanity, Orange County, NC

Organization

Habitat for Humanity of Orange County is solid like the houses it builds. With integrity, creativity, and a clear and powerful belief that “everyone in Orange County deserves a decent place to live,” it is continually adapting to meet a need for more affordable housing. It is seeking a Major Gifts Program Manager with a passion for its work and an entrepreneurial spirit.

Since 1984, Habitat has built over 300 homes in Orange County and funded the construction of another 256 homes overseas. In addition to new construction, the affiliate has completed over 100 home repairs through its Home Preservation Program. The organization was granted the 2020 Community Impact Award by the Chapel Hill Carrboro Chamber of Commerce, awarded the Corporate Philanthropy award in 2021 by the Triangle Business Journal, in 2019 was announced as the Non-Profit of the Year by the Hillsborough Chamber, and was a 2020 recipient of GSK’s IMPACT award. The need for more affordable housing options has never been greater. The average home in Orange County now costs more than \$550,000, rent for a two-bedroom apartment, if you can find one, is \$1,100 or more per month, and the availability of federally-supported Section 8 housing is in rapid decline. The lack of affordable land close to the county’s largest employers, UNC and the medical center, is an ongoing challenge.



The Habitat model of sweat equity and affordable mortgages has been social enterprise in action before the term became popular, and the model still works. Habitat has expanded beyond the model to serve more families with its innovative Home Preservation program which has helped to keep families in their own homes with repair and rehabilitation services. Over the past 39 years, we've seen that stable housing in a thriving community creates promise and possibility for families. Weavers Grove is our bold vision to make this a reality for 238 families in Chapel Hill for years to come. Of these homes, 102 will be Habitat homes and the remainder will be built as "missing middle" market rate housing. This will set a new precedent for mixed income living in Orange County and across the nation. The Chapel Hill Town Council unanimously approved the Conditional Zoning in June 2020. Since then, Habitat received the Zoning Compliance Permit and has been busy with site development and infrastructure.



Orange Habitat is an affiliate of Habitat for Humanity International, an ecumenical Christian organization that welcomes people of any or no faith. Collaboration and inclusion permeate Habitat's culture and are key ingredients in its success. Habitat is participating in a program called Bridgebuilders that focuses on depolarization and organizing across difference; particularly the LGBTQIA+ community. Another focus of the affiliate is the Advancing Black Homeownership initiative which seeks to address the barriers to homeownership faced by foundational Black families. Habitat is known locally for its collaborations with student groups and the medical center at the University of North Carolina at Chapel Hill and for its very successful Women Build program. Durham, Orange, and Wake Habitat affiliates combine to operate local ReStores and use the profits to build more homes. As the demographics of Orange County have changed so have Habitat homeowners, including more Hispanic and Karen (Burmese) families.



Today, Habitat employs 36 people and is overseen by a 17-member Board of Directors. Its Advisory Board serves as ambassadors for the organization but do not have a governing role. Last year, more than 2,000 volunteers played an active role in Habitat's success, including many who volunteer on a weekly basis. The organization has a FY23-24 operating budget of \$6,576,300 with contributions from individuals, corporations, foundations and the faith-based community projected at \$2,150,000; earned income from home sales at \$1,400,000 and proceeds from the ReStore projected at \$250,000, and other sources including government funding projected at \$1,100,000. Habitat is a well-run, respected organization with a hard-working Board of Directors and a dedicated staff.

Candidate Description

The Major Gifts Program Manager reports to the Vice President of Development and will serve as a vital member of the Development team. They will be responsible for ensuring that all fundraising and communications activities for major donors (\$2,500 and up) are utilizing best practices in reaching ambitious fundraising goals and providing excellent stewardship for donors.

This is a full-time exempt, averaging 40 hours per week. This position will require some work on nights and weekends for events.

The responsibilities of this position include, but are not limited to:

Major Gift Pipeline Management and Solicitation

- Facilitate weekly major gifts meeting with the Development Team, identifying qualification, cultivation, solicitation and stewardship opportunities
- Build and manage the major donor prospect list, ensuring that information is being tracked on a timely basis, and that progress toward goals is tracked and monitored;
- Assist with donor screening to help identify new major donor prospects and manage the screening process and input of data
- Identify and track new prospects through referrals, research, and outreach, including Community events, prospecting tools, and other networking opportunities.
- Create strategic moves management plans based on donor interest, organizational needs, and donor capacity
- Carry a donor portfolio of 50-100 donors with the potential of making a major gift
- Oversee the planned giving program, including solicitation of long-time donors for planned and estate gifts

Donor Recognition and Stewardship

- Ensure appropriate donor acknowledgement and stewardship
- Track naming opportunities and plan for appropriate donor recognition opportunities including giving societies
- Work with staff responsible for gift processing and finance to ensure proper recording, allocation, documentation, acknowledgement, stewardship, and analysis of major gifts and pledges; and
- Provide timely reports to the VP of Development and other key leadership as necessary

Expectations:

- Is a passionate and informed advocate for Habitat and serves as one of the key spokespersons for the organization. Looks for opportunities (or positions the CEO or other key leadership) to attend community events or serve on community panels or initiatives that position the organization for improved fundraising or visibility
- Enthusiastic and skilled networker who enjoys getting out into the community, attending events and participating in civic groups and activities that position the organization for success
- Commitment to diversity and a history of working effectively with colleagues, volunteers, prospects and donors irrespective of their economic status, ethnicity, gender-identity, educational level or sexual orientation
- Comfortable with Habitat homeowners as well as corporate executives and people of wealth
- Can clearly and effectively articulate Habitat's case for support using a combination of homeowner, volunteer, and donor stories and facts/figures related to need and impact
- Some local travel is required

Qualifications

- Bachelor's Degree or equivalent education and/or five years of sales and/or fundraising experience is required
- Familiarity with non-profit organizations and fundraising techniques is a plus
- Exceptional planning skills; goal, results and detail-oriented with the ability to set and meet deadlines
- Excellent communication skills, both written and oral; ability to influence and engage a wide range of donors and key stakeholders and build long-term relationships
- Proficient in MS Office and customer relationship management (CRM) systems
- A current and valid [NC] drivers license

Salary Range: \$60,000-\$72,000

Compensation: Commensurate with experience and abilities and reflective of salary levels in nonprofit organizations. Benefits package includes holidays and paid time off, health insurance, 401k, and long and short-term disability insurance

To apply: Please visit <https://orangehabitat.isolvedhire.com/jobs/>

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of the position. All employees may have other duties assigned at any time.

We are an equal opportunity employer. Applications are considered for positions without regard to veteran status, uniformed service member status, race, color, religion, sex, sexual orientation, physical or mental disability, genetic information or any other category protected by applicable federal, state or local laws.

THIS COMPANY IS AN AT-WILL EMPLOYER AS ALLOWED BY APPLICABLE STATE LAW.

THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS APPLICATION, IF HIRED, THE COMPANY OR I MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE.