Habitat for Humanity of Greater Chattanooga Area (HFHGC)

Job Profile – November 4, 2025

Position: Director of Development

Reports To: Chief Executive Officer (CEO)

Status: Full-time, Exempt

Salary Range: Starting at $60,000

To Apply: Email resume and cover letter to director@habichatt.org

Habitat for Humanity® of Greater Chattanooga Area

About Habitat

Habitat for Humanity of Greater Chattanooga Area (HFHGC) is an ecumenical Christian non-profit organization focused on housing solutions and neighborhood revitalization that benefits families and individuals in Chattanooga through home repairs, new construction and other direct services.

Job Summary

Reporting to the Chief Executive Officer (CEO) of HFHGC, the Director of Development will support the mission of Habitat for Humanity and all the administrative processes and procedures that enable the fundraising cycle to execute consistently and smoothly over time. This includes the realization of an overall Development Plan which includes Major Giving, Monthly and General Donations, Special Events, Grants, Planned Giving, Corporate Sponsorships, Annual Giving Campaigns, Board Giving, and all other organizational fundraising efforts.

Together, the Development Department for HFHGC ensures that the necessary resources are available, including community relationships, to ensure that everyone in the service area has a decent place to live.

Specific Duties:

Resource Development:

- Direct the HFHGC's Fund Development Program, including identification and solicitation of Major Gifts from individuals, foundations and corporate partners
- Design and execute annual campaigns, seasonal appeals (direct & electronic Mail) and capital campaign/funding projects
- Provide consistent donor cultivation and stewardship to include oversight of all donor and prospect communication
- Utilize and oversee database operations including donor gift tracking, receipt and proper acknowledgment
- Manage home funding matrix and collaborate with Finance on reconciliation
- Engage, recruit, and support volunteers to assist with organizational needs.
- Solicit and oversee Americorps, interns, Vista, volunteers and other service positions as needed for Development and other HFHGC Activities
- Create and oversee Planned Giving, Annuity, and other Philanthropic Support Programs

- Maintain Moves Management planning and engage donors and supporting organizations/entities through planned touches, asks, stewardship, acknowledgement and relationship building to ensure-long term, mission-advancing partnerships
- Meet sponsorship and fundraising/grant award goals annually as established through development plan

Communications:

- Direct content and ensure proper management of quarterly newsletters, annual reports and regular communications with constituencies, including website, social media, and marketing

Grant Management:

• Develop and maintain a calendar of all applicable grant funding opportunities
• Determine best opportunities to pursue in alignment with mission priorities
• Lead Development Team to support grant research, application preparation, and reporting requirements, ensuring timely and accurate submissions
• Work with other departments to meet grant reporting requirements and ensure effective cross-departmental coordination

Event Management:

- Plan and realize successful signature events (at least two annually) that promote mission and engage supporters in the community
- Partner with other organizations to create and execute additional supporting events (such as Tee Up/Wine Down with the Greater Chattanooga Realtors)
- Ensure necessary sponsorships, table/ticket sales and donations for events
- Recruit and partner with effective volunteer committees and HFHGC staff
- Direct all aspects related to day-of execution of signature events to include layouts, auction presentations, speakers, Run of Show, donation format, technology needs, etc.

Required Qualifications

- Bachelor's degree with preference for higher education or professional certification(s)
- At least five years of related professional experience
- Computer proficiency to include CRM software for donor databases (such as Salesforce, Raiser's Edge, Donor Perfect) as well as office productivity software (such as Google Suites, Microsoft Office) and other web-based marketing and communication applications (such as Adobe Suite, Canva, Squarespace, Mailchimp)
- Ability to plan, organize, guide and work with staff and volunteers to execute fundraising and friend-raising events
- Ability to plan, organize, supervise, guide, and work cooperatively with direct reports as well as across organizational boundaries internal and external to the agency
- Ability to relate to, work respectfully with, develop, train and support staff, volunteers and services recipients of all political, business, socio-economic, ethnic, national, racial, gender, diversity, religious, cultural or any other backgrounds
- Background check and drug screen required

The job profile is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities, and activities may change, and/or new ones may be assigned at any time with or without notice.

Approval Date: _____

Approved By: _____