



*An Equal Opportunity Employer working in a drug-free environment*

**Position:** Resource Development Manager

**Classification:** Exempt

**Status:** Full-time Salary

**Supervisor:** Director of Development (DOD)

### **JOB DESCRIPTION:**

Passaic County Habitat for Humanity, Inc. (PCHFH) is currently seeking a dynamic and results-oriented Resource Development Manager to lead our corporate fundraising, volunteer engagement, and special events efforts. This role is crucial in securing financial support, building strong donor relationships, and overseeing event planning and execution. The ideal candidate will be a strategic thinker with a proven track record of success in the nonprofit sector. This position will supervise a Resource Development Associate.

Working closely with our DOD, this role will be based at our offices in Paterson. This is a hybrid position with a work from home option up to 2 days per week. All efforts will focus on corporate partnerships, event execution, volunteer management and furthering PCHFH's mission of retention and growth of its donor base.

### **RESPONSIBILITIES:**

- Oversee the development and management of corporate partnerships and sponsorships.
- Lead the planning, execution, and evaluation of special events.
- Establish appointments for DOD & CEO with donors and prospects.
- Analyze donor data to identify trends, opportunities, and areas for improvement.
- Following methods of accountability and metrics to measure success and outcomes.
- Collaborate with the Resource Development Associate to develop strategies for converting volunteers into donors.
- Assist the DOD in achieving fiscal year goals
- Represent the organization at community events and networking functions.
- Maintain and develop long-term relationships with donors and prospects.
- Seek out opportunities to leverage or supplement activities with new and innovative ways to steward and engage donors.

### **POSITION REQUIREMENTS:**

- Mission Driven
- Ability to collaborate professionally with both internal and external stakeholders with enthusiasm and flexibility, establishing and maintaining effective and meaningful working relationships with all.
- Superior analytical, administrative and organizational skills with a high degree of personal initiative and scrupulous attention to detail.
- Ability to manage multiple and detail orientated tasks and to develop solutions to problems with limited supervision.
- Excellent time management with demonstrated ability to meet tight deadlines.
- Ability to work independently and/or as a team member with diverse groups of people.

- Ability to exercise confidentiality, judgment and discretion is critical to success.
- Excellent oral, written, communication and listening skills.
- Pleasant and outgoing personality

**QUALIFICATIONS:**

- Bachelor's Degree or equivalent experience.
- 5 years of development experience with a non-profit or similar transferable skills, preferred.
- Proven track record of success in securing corporate sponsorships, managing fundraising and volunteer events.
- Excellent interpersonal and communication skills.
- Demonstrated knowledge of the principles and practices related to fundraising and development best practices.
- Proficiency in fundraising database software (Salesforce preferred).
- Supervision experience preferred.
- Donor communications and public relations experience a plus.
- Ability to work collaboratively with a team and independently
- Experience with donor stewardship practices.
- Proven ability to work with internal and external stakeholders in a fast-paced environment.
- Excellent research and organizational skills.
- Computer literacy and experience with Microsoft Suite.
- Comfortable using Microsoft Office.
- Interest, enthusiasm, and affinity for fundraising and working with people.
- Familiarity with New Jersey institutions, Passaic County and North Jersey philanthropic community, preferred.

**BENEFITS INCLUDE:**

- Company paid healthcare premiums and deductible reimbursement account
- Company sponsored Life insurance
- Company sponsored Dental and Vision insurance
- Retirement Plan with company match
- Paid vacation and holidays

**Salary Range: \$70,000 - \$80,000 per year.**

To apply: Interested applicants should submit a resume and cover letter explaining why you would like to put your skills to work for Passaic County Habitat for Humanity to [jobs@habitatpc.org](mailto:jobs@habitatpc.org) with **Resource Development Manager** in the subject line. Please no calls. Only candidates selected for an interview will be contacted.