**To Apply:**

Please send resumes [dfowler@habitathillsborough.org](mailto:dfowler@habitathillsborough.org). All resumes will be reviewed upon receipt.

**Classification:**

Exempt

**Reports** **to:**

Chief Development Officer

**Work Location:** Tampa, Florida

First 90 days of employment – in office full-time

Hybrid after 90 days of employment

**Summary/Objective:**

Under the supervision of the Chief Development Officer, the Senior Vice President of Major Gifts is responsible for the development, implementation and evaluation of the strategy to steward targeted donors towards greater investment in a way that is meaningful to them for Habitat for Humanity of Hillsborough County (HFHHC).

**Essential Functions:**

* Manage a large portfolio of individual and corporate donors and prospects who give gifts of $5,000 or more.
* Solicit gifts on behalf of the organization using various giving methods.
* Develop and manage a high-level planning and fundraising committee to meet the annual goals of the organization’s CEO Build.
* Oversee the organization’s Planned Giving .nd platforms and solicit donors to make planned gifts.
* Oversee the organization’s Community Contribution Tax Credit Program initiatives and solicit donations to utilize all allocated funds for the program.
* Identify and qualify prospective major gift donors to continue to grow donor pipeline.
* Identify prospective Board members and introduce them to the CEO.
* As Individual Giving and Major Gifts increase, this position may supervise Individual Giving and/or Major Gift staff within the Resource Development Department.
* Have a clear understanding of the organization’s annual and monthly financial goals.
* Successfully execute the department’s development plan to engage individual donors, diversify our donor base, maintain, and grow corporate support.
* Manage systems and software to maintain files, track moves management, and solicitation efforts for donors and prospects utilizing our donor database and wealth screening tools.
* Create and execute personalized stewardship plan.
* Work collaboratively with other members of the Development Team.
* Engage in networking opportunities with the goal of increasing the prospective donor base.
* Effectively and passionately communicate our mission and outcomes to donors.
* Represent the organization positively in public at all times.
* Provide reports as necessary to the Chief Development Officer regarding appointments, meetings and pipeline of donors and prospects.

**Competencies:**

* Passionate about the Habitat for Humanity mission and purpose.
* Ability to function effectively with a minimum of daily direction and support.
* Can solve problems and make decisions independently in a creative and effective manner.
* Ability to work directly with people from diverse racial, ethnic, and socioeconomic backgrounds.
* Ability to work independently as well as in a team.
* Experience in managing and tracking multiple prospects and donors.
* Excellent presentation, written and verbal communication skills.
* Must adhere to the highest ethical standards and convey sensitivity to the needs of donors.
* Proficient in Microsoft Office Suite.
* Have strong knowledge of fundraising best practices and current trends in charitable giving.

**Work Environment:**

The work environment characteristics described here are representative of those an associate encounters while performing the essential functions of this job in an office. This role routinely uses standard office equipment such as computers, printers, phones, tablets, filing cabinets, and fax machines.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an associate to successfully perform the essential functions of this job. While performing the duties of this job, the associate performs the following activities: standing; walking; bending squatting, use hands, reach with hands/arms, listen and communicate.

**Position Type/Expected Hours of Work:**

This is a full-time exempt position. The typical workweek is Monday – Friday with some evenings and weekends required.

**Education, Experience and Attributes:**

* College degree in Nonprofit Management or related field. Preferred.
* 5 years of experience in major gift fundraising with a nonprofit organization.
* Experience managing employees preferred.
* CFRE certification preferred.
* Knowledge of Customer Relations Management systems.

**Other Duties:**

Please note this position description is designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the associate for this job. Duties, responsibilities and activities may change at any time with or without notice.

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*HFHHC is an equal opportunity employer and seeks to employ and assign the best qualified personnel for all our positions in a manner that does not unlawfully discriminate against any person because of race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve national guard status, or any other status or characteristic protected by law.*