**Classification:**

Exempt

**Reports** **to:**

SVP of Major Gifts

**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 SVP of Major Gifts, the Annual Fund Director is responsible for leading a comprehensive annual fund campaign, managing donor engagement with intent to increase individual donor giving, managing the donor database and participating in special fundraising initiatives as needed.

**Essential Functions:**

* Plan and implement the organization’s annual fund campaign; establish and meet campaign goals.
* Coordinate the Collaborative Operating Model (COM) with Habitat for Humanity International to support their direct mail efforts and supplement with email, social media and online marketing.
* Cultivate and solicit individual donors to increase levels of giving.
* Manage annual fund campaigns/societies to retain and cultivate individual donors.
* Maintain contact with donors to ensure proper acknowledgment and cultivation through thank you calls, new donor packets, anniversary cards, holiday cards/gifts, recognition and reports. .
* Develop acknowledgment letters, , campaign appeals, tax statements and related materials in coordination with database administrator.
* Lead development of newsletters, annual report, donor text messages and other cultivation methods to increase donor giving in coordination with the Marketing Department.
* Enter and maintain donor and campaign data in the donor database.
* Produce comparative reports with focus on donor retention, response rates and other pertinent data points.
* Other duties as needed

**Competencies:**

* Must have a minimum of three years’ experience fundraising for non-profits or similar experience.
* Experience with individual donor giving and managing an annual fund campaign.
* Experience managing a donor database.
* Excellent communication skills, both verbal and written, with attention to detail and follow through.
* Excellent computer, writing, and proofreading skills.
* Exceptional organization skills with ability to work under pressure on multiple projects simultaneously while adhering to deadlines with limited supervision.
* Experience interacting with diverse staff.
* Flexibility to adapt to changing work environment.

**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. This position will require some evenings and weekends.

**Education, Experience and Attributes:**

* Desire to work towards Habitat’s mission.
* College degree required; prefer degree in communications-related field.
* Three+ years of fundraising experience, ideally in a non-profit organization
* Ability to take initiative and make effective recommendations to staff and leadership.

**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.

**To Apply:**

Please send resumes hr@habitathillsborough.org. All resumes will be reviewed upon receipt.

*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.*

Associate Signature Date

Print Name