



Job Description

Position Title: Resource Development Manager

Team: External Affairs

Supervisor Title: Director of Advancement

FLSA Status: Exempt

Date: 2022

Non-Exempt

General Position Summary:

Greater Des Moines Habitat for Humanity's Resource Development Manager is responsible for researching potential funders and identifying grant opportunities that align with Habitat's programs, services, and new initiatives. This position crafts compelling, clear, and accurate written materials for grant proposals and reports in keeping with each funder's guidelines and deadlines as applicable. This position manages a portfolio of institutional donors and sponsors, and is responsible for identifying, cultivating, soliciting, and stewarding their support.

Core Responsibilities:

- Provides leadership and management in identifying funding from private, corporate, and government sources whose stated interests, guidelines, and funding patterns align with the strategic vision and priorities of Habitat, adding to an already existing base of grantors.
- Initiates, writes, and edits proposals appropriate to the interests and priorities of Habitat. Works with staff to develop and finalize proposals.
- Provides funding sources with information and reports required in support of proposals or grants. Tracks and meets all stewardship and reporting requirements of all grantors and Habitat for Humanity International.
- Pursues all grant opportunities that support any funding priorities of GDM Habitat.
- Engages the CEO of GDM Habitat and other staff in the cultivation and solicitation of key grantors, as appropriate.
- Coordinates applications for government funding, including but not limited to Polk County Housing Trust Fund, Iowa Finance Authority, and the City of Des Moines.
- Manages a portfolio of current institutional donors, while identifying and establishing ties to secure new donors.
- Maintains regular communication and conducts face-to-face visits with their portfolio of corporate, faith, small business, and foundation donors and sponsors.
- Maintains accurate and up-to-date donor and prospect information in Salesforce database.

- Coordinates sponsorship opportunities and benefits in collaboration with the Development and Marketing teams.
- Supports special builds as needed.
- Performs other related duties and special projects as required or as assigned.

Skills and Requirements:

- Proven success in grant and proposal writing for non-profit organizations
- Excellent writing and editing skills
- Inquisitive / Research experience and ability to think creatively
- Ability to work well with a variety of personalities and varying organizational dynamics
- Must be punctual, able to manage multiple projects, and work effectively within specific project timelines
- Command of the English language. Proper grammar, usage, and punctuation
- Ability to write compelling, descriptive, and persuasive content
- Strong attention to detail and ability to work with a high degree of accuracy
- Desire to work in the nonprofit sector with a faith-based organization
- Must be well organized, a self-starter, and able to carry out assignments in a fast-paced environment with only limited direction
- Ability to work independently and as a part of a team
- Experience with Habitat for Humanity and/or affordable housing a plus
- Some evening and weekend availability required

Job Competencies Demonstrate commitment to Greater Des Moines Habitat for Humanity’s Mission and Core Values of:

Mission:

Seeking to put God’s love into action, Greater Des Moines Habitat for Humanity brings people together to build homes, communities, and hope.

Vision:

A world where everyone has a decent place to live.

Values:

- Build Faith and Family
- Build as Stewards
- Build Solutions
- Build a Safety Mindset
- Build with Heart

Normal Work Environment (Check best description):

Office

Outdoors

Retail

Continuous (67-100% of workday)
 Frequent (34-66% of workday)
 Occasional (1-33% of workday)

Physical Requirements:

Continuously = 67-100% of workday

Frequently = 34-66% of workday

Occasional = 1-33% of Workday

(Indicate C, F, or O in front of each below)

F Sitting

O Standing

O Bending

O Twisting

O Stooping

O Reaching above Shoulder

O Kneeling

O Reaching below Shoulder

O Crawling

O Working at Low Position

O Climbing Stairs

O Pushing/Pulling

O Climbing Ladders

O Working on Elevated Surfaces

O Driving

O Walking

O Working on uneven surfaces

Weight Lifting/Carrying:

Dexterity:

F Sedentary (0-10 lbs.)

O Eye/Hand Coordination

O Light (11-25 lbs.)

O Feet (foot pedals)

O Medium (26-50 lbs.)

O Fingering (picking, pinching, etc.)

O Heavy (51-74 lbs.)

O Handling (holding, grasping, etc.)

O Very Heavy (75-100 lbs.)

O Wrist Motion (repetitive flexion/rotation)

Hearing: Yes No

If yes, explain the reason hearing is necessary:

Hearing is necessary to perform the job as the ability to communicate verbally is essential to training and coordination with internal and external customers.

Visual Acuity Distance: (Example - clarity of vision at 20 inches or less):

Clarity of vision at 24 inches or less necessary to view computer monitor and read reports.

Equipment/Supplies/Tools

- Computer and Accessories
- Printer/Copier/Scanner/Fax
- Telephone
- General Office Supplies