

Development/Marketing Manager

Tri-Cities Area Habitat for Humanity, Inc.

Tri-Cities Area Habitat for Humanity is an ecumenical Christian organization founded in 1989. TCA Habitat has since built over 60 simple, decent and affordable homes in the Tri-Cities. We also have programs for our Veteran's and minor home repairs for low-income homeowners. Our hope is to eliminate sub-standard housing in our community.

Reports To: Executive Director

Job Summary: Responsible for working with the Executive Director in planning and coordinating all aspects of fundraising for the affiliate. Develop and implement a marketing plan and strategy to increase the affiliate's resources including fundraising, major gifts, planned giving, sponsorship acquisition, special events and cultivating new donors and volunteers.

Responsibilities and Duties:

Marketing: Prepare a comprehensive marketing plan to meet the long-range plan of the affiliate. Identify and pursue sources of corporate, foundation, special events, and individual giving approaches. Cultivate volunteers and donors.

Communication: Develop materials, content and tools for raising funds which include social media platforms, website, newsletters, brochures, campaign and fundraising materials, homeowner testimonials and videos. Make presentations to churches, business, civic and community groups.

Fundraising Activities: Work with the Fundraising Committee to implement Special Events. Create yearly appeals for individual and corporate fundraising. Implement new programs to increase individual, corporate, and faith-based giving, grant writing and reporting.

Administration: Provide accurate development reports to the Executive Director and Board of Directors monthly. Work well with other people in a small office.

Qualifications: Bachelor's degree with strong communication skills, a proven nonprofit fundraising track record, public speaking, interpersonal communication. Proficient in Word, Excel, PowerPoint, databases, Outlook and social media platforms. Must be able to manage multiple tasks, be creative, energetic and detail oriented. Need a self-starter and have the ability to work independently and with other staff and volunteers. Must be comfortable working in a faith-based organization.

This is a general job description and the position is not limited to just the above. Staff member will be asked to assist where needed. This is a fulltime position with some evening and weekend work required.

Please send Resume by May 15, 2021 to:

Tri-Cities Area Habitat for Humanity, Inc.
P.O. 707
Grand Haven, MI 49417

