

**Job Description:**

**Title: Development Officer Individual Giving**

**Department: Development**

**Reports to: Director of Development & Marketing**

Seeking to put God's love into action, Milwaukee Habitat for Humanity brings people together to build homes, communities, and hope. Since 1984, Milwaukee Habitat has served over 1000 families through building and renovating homes. In partnership with low income families, we revitalize and stabilize economically challenged neighborhoods in the central city.

**Position Overview:**

The right individual for this role should possess previous hands-on experience in cultivating donor-centric relationships which have resulted in individual gifts. This position will be responsible for identifying and managing a portfolio of existing and prospective qualified prospects and meet or exceed individual revenue goals.

**Job Tasks and Responsibilities:**

1. Develop comprehensive solicitation plans that outline stakeholder involvement and strategic approach for cultivation and solicitation.
2. Conduct and/or coordinate face-to-face visits, and other activities with donors.
3. Prepare and manage a budget related to individual and planned giving.
4. Develop and manage a caseload of existing and prospective prospects by leveraging networks and relationships.
5. Work independently and be self-motivated in initiating contacts with potential donors.
6. Implement effective strategies to position Milwaukee Habitat for short and long-term revenue growth including the diversification of comprehensive solicitations across multiple funding channels (i.e.workplace giving, matching gifts, on-line giving).
7. Utilize research, data analysis and additional tools to gather donor information and qualify prospects.
8. Design and implement individualized stewardship plans for donors.
9. Organize annual fund solicitations, including timing and nature of appeals, writing copy, working with outside vendors (as necessary) to manage all aspects of production.
10. Oversee the planned giving program and maintain accurate and up-to-date donor files related to planned gifts.
11. Provide timely, written reports regarding visits and outcome of solicitations.
12. Fully participate in Milwaukee Habitat for Humanity fundraising events, builds, and house dedications.
13. Other duties and responsibilities as assigned.

**Knowledge & Abilities**

* Bachelor's degree
* Minimum of 3 years of fundraising experience demonstrating progressive responsibilities each year
* Proven track record of successful fundraising in an environment of similar complexity
* Ability to engage management in donor visits and to earn and maintain their confidence
* Successful experience or working knowledge of planned gifts
* Strong personal/written communication skills to clearly and effectively express ideas along with demonstrated presentation and public speaking skills
* Possess the ability to network
* Maintain all information in a confidential and professional manner
* Ability to demonstrate a high level of ethics, integrity, diplomacy and initiative
* Strong planning and organizational skills with attention to detail
* Ability to work under pressure while maintaining positive regard for others
* Demonstrated success working in a team environment and working independently
* Computer literacy with demonstrated experience in Microsoft Office and fundraising software, a plus
* Commitment to Milwaukee Habitat’s mission and affordable housing
* Willingness to work nights and weekends
* Comfort working in the central city neighborhoods in which Milwaukee Habitat works

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.