

Job Title	Development Manager
Salary Range	\$25 - \$35, Hourly, paid Bi-Weekly
Reports To	Director of Operations
Schedule	Monday - Friday, 8:00 AM - 5:00 PM with evenings and weekends as required
Work Location	HFHFC Administrative Office – 1502 Lincoln Way East, Chambersburg, PA 17202.
Position Purpose	The Development Manager supports the fundraising and development efforts of Habitat for Humanity of Franklin County (HFHFC) by implementing development strategies, cultivating donor and community relationships, identifying and pursuing grant opportunities, coordinating fundraising activities, maintaining accurate development records, and supporting marketing strategies that advance the organization's mission and fundraising goals. Working under the direction of the Director of Operations, the Development Manager is responsible for the day-to-day implementation and coordination of development activities. This position works closely with staff, volunteers, donors, foundations, corporations, churches, civic organizations, and community partners to identify opportunities for financial and in-kind support. The Development Manager also supervises the Advancement Manager and provides direction, coordination, and support to ensure development activities, events, communications, and related projects are completed effectively and on schedule.

PRIMARY RESPONSIBILITIES

Fundraising & Development

- Implement short- and long-term fundraising strategies that support HFHFC's operational, programmatic, and organizational priorities.
- Manage donor appeals, campaigns, sponsorships, and other fundraising initiatives, including planning, scheduling, tracking, follow-up, and evaluation.
- Cultivate and retain existing donors while identifying prospective individual, corporate, church, civic, foundation, and institutional supporters.
- Develop and maintain relationships with donors, businesses, churches, civic organizations, foundations, volunteers, and other community partners.
- Research opportunities for financial and in-kind support and assist departments in securing donated materials, services, and other resources.
- Coordinate fundraising components of departmental programs and organizational initiatives, including donor recognition and follow-up.

- Track fundraising activity, income, expenses, and results and provide relevant information to organizational leadership.
- Assist with development-related budget projections and organizational planning.

Grant Development & Management

- Research, identify, and maintain a pipeline of grant opportunities aligned with HFHFC programs, projects, and priorities.
- Prepare and submit grant applications, letters of inquiry, proposals, and supporting materials in accordance with funder requirements and deadlines.
- Coordinate with internal departments to gather programmatic, financial, construction, and organizational information required for grant applications and reporting.
- Maintain a comprehensive grant calendar and monitor application, renewal, reporting, compliance, and deliverable deadlines.
- Coordinate grant requirements and deliverables with appropriate staff throughout the grant period.
- Prepare accurate and timely narrative, financial, outcome, and other required grant reports.
- Maintain organized records of grant applications, awards, agreements, correspondence, reports, and supporting documentation.
- Identify opportunities for restricted and unrestricted funding and ensure grant activities remain aligned with organizational goals and budgets.

Donor & Development Records

- Maintain accurate and current donor and development information within the organization's database.
- Record and track gifts, pledges, sponsorships, grants, donor communications, acknowledgments, and other development activity.
- Prepare donor and development reports and analyze available data to support fundraising decisions and donor engagement.
- Monitor donor activity and coordinate timely gift processing, acknowledgment, recognition, and follow-up.
- Maintain organized donor and development records in accordance with HFHFC procedures and confidentiality requirements.

Marketing & Development Communications

- Assist in developing and implementing marketing strategies that support fundraising, donor engagement, community awareness, and organizational goals.
- Coordinate development-related newsletters, donor communications, campaign materials, sponsorship materials, grant materials, and other communications.
- Ensure development and marketing materials accurately communicate HFHFC programs, needs, opportunities, and funding priorities.
- Coordinate with staff and vendors to ensure materials are accurate, consistent, and completed on schedule.
- Maintain an organized digital media library and development resource files.
- Monitor the effectiveness of development communications and recommend improvements based on available data and results.
- Ensure development communications comply with applicable donor, grantor, foundation, institutional, and governmental requirements.

Fundraising Events & Activities

- Plan, coordinate, and execute fundraising events and activities in accordance with organizational priorities.
- Coordinate event logistics, timelines, sponsorships, communications, donor information, vendors, volunteers, and community partners.
- Track event income, expenses, commitments, and results.
- Coordinate post-event follow-up, donor acknowledgment, data entry, and evaluation.
- Support the fundraising components of other departmental events and programs.

Community Engagement & Meetings

- Attend community, civic, organizational, and municipal meetings as assigned or appropriate to development activities.
- Build relationships, gather information, identify potential funding and partnership opportunities, and maintain awareness of community needs and initiatives.
- Monitor community activities and opportunities that may support fundraising, sponsorships, partnerships, property development, or organizational growth.
- Communicate relevant information and opportunities from community meetings to organizational leadership.
- Represent HFHFC professionally in community-based development activities without responsibility for public speaking or serving as the organization's public spokesperson.

Land & Property Assessment

- Assess potential land acquisitions for suitability, cost-effectiveness, and alignment with HFHFC's mission.
- Evaluate properties and existing homes for rehabilitation potential and provide recommendations regarding acquisition and potential scope of work.
- Provide leadership with recommendations based on environmental, logistical, financial, and development considerations.
- Attend municipal land-use meetings related to potential acquisitions, property assessments, and development opportunities.
- Identify and coordinate with community partners regarding potential grants or other funding sources for property acquisition.

Advancement Manager Supervision

- Directly supervise the Advancement Manager, providing clear expectations, priorities, guidance, and accountability.
- Assign and prioritize projects and coordinate the Advancement Manager's work with HFHFC's overall development plan.
- Monitor work for accuracy, timeliness, completeness, and alignment with organizational standards and priorities.
- Provide coaching, feedback, and professional development support.
- Ensure effective coordination between the Advancement Manager and other HFHFC departments.
- Conduct or contribute to performance evaluations and address performance concerns in accordance with HFHFC policies and procedures.
- Promote effective teamwork, organization, communication, and follow-through within the development function.

Development Administration & Procedures

- Develop, document, implement, and evaluate development procedures and systems to improve efficiency and effectiveness.
- Maintain organized development calendars, files, records, tracking systems, and deadlines.
- Provide regular updates to organizational leadership regarding development activities, opportunities, challenges, and results.
- Maintain confidentiality of donor, grant, financial, and organizational information.
- Ensure development activities comply with HFHFC policies and applicable requirements.
- Perform other related duties as assigned by leadership.

Qualifications

- Bachelor's degree in fundraising, nonprofit management, communications, business, marketing, public administration, or a related field preferred; equivalent relevant experience may be considered.
- Strong understanding of fundraising and development principles.

- Strong written communication skills with the ability to prepare clear, accurate, and compelling grant proposals, donor communications, and development materials.
 - Strong organizational skills and attention to detail, with the ability to manage multiple deadlines and priorities.
 - Experience working with databases or other relationship management systems preferred.
 - Experience coordinating fundraising events, campaigns, sponsorships, or donor communications preferred.
 - Ability to develop and maintain productive professional relationships with donors, funders, community organizations, businesses, churches, and civic groups.
 - Demonstrated ability to analyze information, identify opportunities, and make sound recommendations.
 - Experience supervising, coaching, or coordinating the work of others is preferred.
 - Working knowledge of Microsoft and/or Google Workspace is preferred.
 - Understanding of marketing principles and the ability to develop and implement marketing strategies that support fundraising and organizational objectives.
 - Ability to attend occasional evening meetings and events as required.
 - Must pass Criminal Background Check and Sexual Offender Check.
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Work Environment & Schedule:

The standard schedule is Monday through Friday, with flexibility required for occasional evening or weekend meetings and events. The position requires regular work both in the HFHFC administrative office and throughout Franklin County. Travel within the community is expected, and mileages will be reimbursed. The Development Manager is not primarily responsible for serving as HFHFC's public spokesperson.

Initials: _____