

Development Manager

Reports To: Chief Executive Officer (CEO)

Salary Range: \$85k - \$95k

About Habitat for Humanity of the Greater Teton Area

Habitat for Humanity of the Greater Teton Area brings people together to build homes, communities, and hope. We partner with hardworking families, volunteers, donors, businesses, and community organizations to create affordable homeownership opportunities throughout the Greater Teton area. Through home construction, community partnerships, and our Habitat ReStore, we are building stronger communities and creating opportunities for local families to thrive.

Position Summary

The Development Manager is responsible for managing Habitat for Humanity of the Greater Teton Area's fundraising operations and donor engagement strategy. Working closely with the CEO, this position manages the day-to-day development program while supporting donor cultivation, annual fundraising, corporate sponsorships, grant management, donor stewardship, and fundraising events.

The Development Manager serves as the primary relationship manager for mid-level donors and business sponsors while partnering with the CEO to cultivate and steward major and transformational donors. This role owns the donor database, fundraising reporting, gift processing, and development systems that support a high-performing fundraising program.

This position is ideal for a relationship-focused, highly organized professional who enjoys building meaningful donor partnerships, developing fundraising strategies, managing multiple projects, and helping advance Habitat's mission of creating affordable homeownership opportunities.

Key Areas of Responsibility

Donor Development & Relationship Management

Lead Habitat's donor engagement efforts by cultivating, stewarding, and expanding relationships with individuals, businesses, foundations, and community partners.

In this role, you will:

- Serve as the primary relationship manager for mid-level individual donors and business sponsors.
 - Partner and support the CEO in the identification, cultivation, solicitation, and stewardship of major and transformational donors.
 - Support the management of a desktop donor portfolio.
 - Develop individualized cultivation, solicitation, and stewardship strategies for donors.
 - Coordinate donor meetings, tours, presentations, and follow-up communications.
 - Maintain regular contact with donors through personalized outreach, impact reporting, and appreciation efforts.
 - Identify and qualify new donor prospects throughout the community.
 - Support planned giving and legacy giving initiatives.
 - Ensure every donor experiences exceptional stewardship and meaningful engagement with Habitat's mission.
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Fundraising Strategy & Campaign Management

Support the development and execution of Habitat's annual fundraising strategy and revenue goals.

In this role, you will:

- Collaborate with the CEO to develop annual and/or multi-year fundraising plans.
 - Manage annual giving campaigns, including year-end appeals, recurring giving, and online fundraising.
 - Support capital campaigns and special fundraising initiatives.
 - Develop fundraising proposals, donor presentations, and stewardship reports.
 - Prepare donor briefing materials and talking points for CEO meetings.
 - Monitor fundraising performance and recommend strategies to achieve revenue goals.
 - Support the Advancement Committee chairperson with agendas, minutes and documents required for meetings.
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Business Sponsorships & Corporate Partnerships

Lead Habitat's corporate sponsorship program by developing meaningful partnerships that support Habitat's fundraising events, programs, and mission.

In this role, you will:

- Co-create and manage Habitat's annual corporate sponsorship strategy.
 - Build relationships with local businesses and corporate partners.
 - Identify, solicit, and steward new business sponsorship opportunities.
 - Manage sponsorship benefits, recognition, and fulfillment.
 - Coordinate sponsorship opportunities for fundraising events and community initiatives.
 - Collaborate with the Marketing Team to ensure sponsor visibility through marketing materials, events, social media, and public recognition.
 - Maintain regular communication with business partners to encourage long-term engagement and investment.
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Grant Management

Coordinate Habitat's grant administration.

In this role, you will:

- Research grant opportunities and prospective foundation partners.
 - Maintain the annual grants calendar.
 - Coordinate proposal development with leadership and program staff.
 - Manage grant applications, reports, and supporting documentation.
 - Track grant restrictions, reporting deadlines, and compliance requirements.
 - Maintain relationships with foundation representatives and institutional funders.
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Fundraising Events & Donor Engagement

Partner with the Marketing Team to maximize fundraising success through Habitat's fundraising and donor stewardship events.

In this role, you will:

- Coordinate donor cultivation strategies surrounding fundraising events.
 - Assist with sponsorship sales and donor invitations.
 - Participate in event planning committees.
 - Coordinate post-event acknowledgements, follow-up meetings, and impact reporting.
 - Evaluate fundraising outcomes and recommend improvements for future events.
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Donor Systems, Gift Administration & Reporting

Serve as the organizational leader for donor data, gift administration, fundraising reporting, and CRM management.

In this role, you will:

- Maintain current Salesforce CRM as the organization's donor database and single source of truth.
 - Record all donor interactions, gifts, pledges, sponsorships, and stewardship activities.
 - Ensure gifts and pledges are accurately entered, coded, and documented within established timelines.
 - Coordinate gift documentation with the Finance Manager.
 - Produce monthly fundraising reports for the CEO, Board, and committees.
 - Monitor donor pipeline activity and fundraising metrics.
 - Maintain accurate donor records and reporting for audits and financial reconciliation.
 - Coordinate gift acknowledgements and donor recognition.
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Organizational Leadership & Collaboration

Provide leadership and collaboration across the organization to strengthen Habitat's fundraising culture.

In this role, you will:

- Work closely with the CEO to align fundraising priorities with organizational goals.
 - Collaborate with the Marketing Team to ensure fundraising messaging remains consistent across marketing and communications.
 - Coordinate with the Finance Manager to reconcile gifts, pledges, and revenue reporting.
 - Support the Board of Directors and Advancement Committee with fundraising reporting and planning.
 - Assist with special fundraising initiatives and strategic projects.
 - Represent Habitat at donor meetings, networking events, and community functions.
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Qualifications

Required Qualifications

- Bachelor's degree or equivalent professional experience in nonprofit management, fundraising, business, communications, marketing, public relations, or a related field.
- 3–7 years of professional experience in fundraising, development, donor relations, nonprofit leadership, sales, or business development.

- Demonstrated success cultivating and stewarding donor or client relationships.
- Strong written, verbal, and interpersonal communication skills.
- Excellent organizational and project management abilities.
- Experience managing multiple priorities and deadlines simultaneously.
- Proficiency with Microsoft Office, Google Workspace, email marketing platforms, and CRM software (Salesforce experience preferred but not required).
- Budgeting acumen and spreadsheet dexterity.
- Ability to maintain confidentiality and exercise sound judgment.
- Passion for Habitat for Humanity's mission and affordable housing.

Preferred Qualifications and Experience

- Working in a nonprofit development office.
 - Donor fundraising.
 - Corporate sponsorship or business development.
 - Grant management and institutional fundraising.
 - Supporting fundraising events.
 - Salesforce or similar donor management systems.
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Why Join Habitat?

In addition to an exceptional benefits package, including comprehensive health insurance, generous paid time off, and a matching retirement contribution, you'll play a key leadership role in growing the philanthropic support that makes affordable homeownership possible throughout Teton County. You'll build lasting relationships with donors, businesses, foundations, and community leaders while helping shape Habitat's long-term fundraising strategy and organizational impact.

This role offers the opportunity to make a visible difference while working alongside a collaborative, mission-driven team dedicated to building homes, strengthening communities, and creating lasting change throughout the Greater Teton area.