



Director of Development

Habitat for Humanity of Ventura County (HFHVC) brings people together to build homes, communities and hope in partnership with those in need. Over the past 43 years, Habitat has built 77 new homes and renovated/repared hundreds more, building strength, stability, self-reliance and shelter throughout Ventura County.

Position Summary

Type: Full-time (40 hours per week), Exempt

Salary: \$75,000 - \$80,000 annually; 100% employer-covered medical/vision/dental insurance for employees

Reports to: Chief Development Officer (CDO)

Work schedule: Monday – Friday with some weekend and evening requirements.

Location: Oxnard, CA with on-site and remote hybrid option after successful introductory period

The Director of Development for HFHVC provides leadership and direction for all aspects of the organization's fund development plans. Responsibilities include planning, organizing, and directing all fundraising initiatives: major gifts, annual fund, planned giving, special events and capital campaigns. The Director works closely with the Chief Development Officer, CEO and the Board of Directors in all development and fundraising endeavors.

Position Responsibilities

Development & Fundraising:

- In collaboration with the CDO, develop and lead the fund development strategies to meet the goals and objectives of HFHVC.
- Grow the major gifts program including identification, cultivation and solicitation of major donors.
- Direct business and foundation grant seeking including research, proposal writing, and reporting requirements.
- Oversee the annual fund program, led by the Marketing Manager, including mailings and annual fundraising drives.
- Meet prospective donors and supporters on a continual basis to establish effective communications with them.
- Direct capital campaigns and other major fundraising drives.
- Direct employee fundraising drives.
- Oversee prospect research.
- Maintain gift recognition programs.

Communication & Marketing:

- Oversee implementation of marketing and communication strategies, led by the Marketing Manager.
- Make public appearances/accept speaking engagements to share information about Habitat with the community.
- In collaboration with CDO and Marketing Manager, develop planned giving marketing campaign.
- Oversee creation of publications to support fundraising activities.

Events:

- Oversee fundraising special events, led by the Program & Event Manager.
- Direct paid volunteer activities, including Team Build and Playhouse Build programs, in collaboration with Program Coordinator.

Management:

- Supervise development staff, Marketing Manager, Event Manager and Program Coordinator.
- Collaborate with Program Coordinator to develop strategies and ensure volunteer program needs are met. Develop a monetization strategy for the volunteer program.
- Oversee fundraising database and tracking systems.
- Work closely with the Chief Development Officer, CEO and Board of Directors.
- Perform other related duties as requested.

Required Skills and Qualifications

- Must embrace the mission and goals of Habitat.
- Bachelor's degree or higher preferred.
- Minimum 4 years of professional fundraising required.
- Demonstrated knowledge and experience in fundraising techniques, particularly major gift fundraising.
- Strong computer skills, donor database familiarity and use of social media.
- Ability to manage and analyze data sets, provide meaningful insights and recommend follow up actions.
- Excellent written and verbal communication skills; comfortable with public speaking.
- Interpersonal skills to work with and motivate staff, board members and other volunteers.
- Be a "self-starter"; goal driven to initiate donor visits and fundraising calls and to build external relationships.
- Strong organizational and planning skills.
- Detail oriented.
- Reliable transportation to move around the County daily when needed.
- Ability to work in a fast-paced, open, team-oriented setting.

Working Conditions:

The work condition characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Typically, a professional office environment, with potential for hybrid work.
- The noise level is usually moderate.
- Environment involves significant interaction with internal teams (executive leadership, program staff) and external stakeholders (donors, board members, community leaders).
- The pace can be fast-paced and dynamic, especially around campaign cycles or major events.
- Regular use of a computer, phone, and other office machinery for extended periods.
- Ability to sit or stand for long periods of time.
- Occasional light lifting and/or moving of materials (e.g., event supplies, boxes) up to 25 or 50 pounds might be required.

To apply:

Send cover letter and resume to info@habitatventura.org. Please include "Development Director - your last name" in the subject line. Incomplete applications will not be accepted. Applications will be accepted until position is filled. Only short-listed candidates will be contacted.