



Habitat for Humanity® La Crosse Area

POSITION POSTING

Employment Application Packet: Development Manager
Pay Level: \$35-50,000/year based on experience (salaried)
Hours: 40

The job description is attached.

For your application to be considered, you must complete all of the following materials that have a check mark before them:

- Application form
- Supplemental Employment Survey
- Cover letter
- Resume

This application packet is due by 5 pm on Friday, September 9

We will only consider your application if we have received the materials by the specified due date and time.

Materials may be:

- Emailed to info@habitatlacrosse.org
- Mailed to, or dropped off at, the following location: Habitat for Humanity La Crosse Area, 3181 Berlin Drive, La Crosse, WI

For more information please visit our website at www.habitatlacrosse.org



Habitat for Humanity La Crosse Area is an equal opportunity employer and service provider. Auxiliary aids and services available upon request.



Position Description Development Manager

February 2021

REPORTS TO: Executive Director

POSITION SUMMARY:

Habitat for Humanity La Crosse Area is a growing, multi-faceted organization that serves families in need of safe, affordable housing while transforming entire communities throughout the Coulee Region. Habitat for Humanity La Crosse Area is looking for a full-time development professional to lead the marketing, planning, management, and implementation of its fundraising programs. The Development Manager will be responsible for strategically developing, executing, and expanding a fundraising program that includes relationship building and solicitation of high net worth donors. This position will be responsible for careful stewardship of the affiliate's brand and telling "The Habitat story" with creativity, thought, and intention throughout the organization.

RESPONSIBILITIES:

Donor Management

- In partnership with the Executive Director, develop and direct a diversified fundraising program that supports Habitat's strategic plan.
- Build and maintain relationships, continuing to build and develop Habitat for Humanity La Crosse Area's support base across the region and deepen its connections in the communities we serve.
 - Create and implement strategies to identify and develop relationships with new individual donors and deepen relationships with existing donors – built on a firm understanding of donors' interests, passions and values.
 - Create and implement strategies to identify and develop relationships with corporations and local businesses, community organizations and churches.
- Personally, and partnering with the Board and additional staff to cultivate and solicit gifts, both monetary and in-kind, with progressive growth in subsequent years.
- Manage donor pipeline including the scheduling of meetings, follow up communications and maintain regular connections to current and potential donors.

Public Relations and Events

- Research, develop, and manage media outreach plan.
- Meet with media partners and develop new relationships.
- Organize and help facilitate annual fundraisers.
- Organize annual donor cultivation and appreciation events as well as cultivation activities (e.g. site tours, house parties).

- Make use of Habitat's excellent brand image, local reputation and record of accomplishment.

Organization

- Lead and coach Board members, other volunteers and staff to effectively participate in the affiliate's fundraising programs and strategies.
- Develop a major gifts program including charitable gift annuity and wills/bequests.

QUALIFICATIONS:

- Preferred Bachelor's Degree in Marketing, Communications, or similar field. Commensurate experience will be considered.
- Able to relate well to diverse populations – age, race, class, gender, and creed
- Willing to work evenings and weekends if necessary.
- Proficiency in Microsoft Office products, use of the web, and customer management systems.

POSITION INFORMATION

\$35,000 to \$50,000/year commensurate on experience (negotiable). This is a full-time, salaried position (including some nights and weekends – limited). Offers flexible scheduling. Habitat for Humanity La Crosse Area offers paid time off, paid sick time, paid holidays, health/dental/vision insurance, accident insurance, and retirement.

TO APPLY:

For consideration, please send a completed Habitat application and current resume. Submit materials electronically to info@habitatlacrosse.org or mail to: Habitat for Humanity La Crosse Area, 3181 Berlin Drive, La Crosse, WI 54601.

Application materials due no later than 5 pm on Friday, September 9.



Application For Employment

COMPLETE ALL SECTIONS. WRITE IN "N/A" IF REQUESTED INFORMATION IS NOT APPLICABLE.

1. Name (Last, first, middle)			
2. Address			
Street or RFD #	City	State	Zip Code

3. Position desired
4. Telephone #
5. Email

ANSWER ITEMS 6 THROUGH 10 BY PLACING AN "X" IN PROPER COLUMN. PROVIDE DETAIL WHERE APPLICABLE.

	YES	NO
6. Do you have a legal right to work in the United States permanently?.....		
7. A. Do any members of your immediate family serve on the Habitat for Humanity La Crosse Area Board of Directors?..... B. Are any members of your immediate family currently employed by Habitat for Humanity La Crosse Area?..... Note: Immediate family is defined as spouse, parent, child, sibling, father-in-law, mother-in-law, brother-in-law, sister-in-law, grandparent, grandchild, aunt, uncle, niece, nephew, stepparent, stepchild, son-in-law and daughter-in-law. C. If 7A or 7B was answered "Yes", give name of family member:		
8. Have you been employed by Habitat for Humanity La Crosse Area before?..... If "Yes", give position(s) held and dates.		
9. A. Are you available for work immediately?..... If "No", on what date would you be available? _____ B. Are you available to work full time?..... part time?..... temporary?.....		
10. A. Can you travel if the job requires it?..... B. Do you have dependable transportation?..... C. Do you hold a valid driver's license?..... D. Do you carry auto insurance coverage?.....		

11. EDUCATION	HIGH SCHOOL	TECHNICAL SCHOOL/COLLEGE	GRADUATE/PROF.
School Name & Address			
Years Completed			
Diploma/Degree			
Describe Course of Study			

Describe specialized training, skills, apprenticeships:

12. EXPERIENCE: BEGIN WITH CURRENT OR MOST RECENT JOB OR VOLUNTEER EXPERIENCE AND WORK BACK. ACCOUNT FOR PERIODS OF UNEMPLOYMENT EXCEEDING THREE MONTHS ON THE LAST LINE OF EXPERIENCE BLOCKS IN ORDER OF OCCURRENCE.

Name & Address of Employer: Telephone:	Dates of Employment (month & year) From _____ To _____	Reason for leaving
	Title of Position	Name of Immediate Supervisor
	Salary or Earnings Beginning \$ _____ per _____ Ending \$ _____ per _____	May We Contact this Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

Description of work (describe specific duties, responsibilities and accomplishments in job)

Name & Address of Employer: Telephone:	Dates of Employment (month & year) From _____ To _____	Reason for leaving
	Title of Position	Name of Immediate Supervisor
	Salary or Earnings Beginning \$ _____ per _____ Ending \$ _____ per _____	May We Contact this Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

Description of work (describe specific duties, responsibilities and accomplishments in job)

Name & Address of Employer: Telephone:	Dates of Employment (month & year) From _____ To _____	Reason for leaving
	Title of Position	Name of Immediate Supervisor
	Salary or Earnings Beginning \$ _____ per _____ Ending \$ _____ per _____	May We Contact this Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

Description of work (describe specific duties, responsibilities and accomplishments in job)

13. Other Professional References (not former employers or relatives)

Full Name	Present Business or Home Address	Telephone #	Business/Occupation

A FALSE, INCOMPLETE, OR DISHONEST ANSWER TO ANY QUESTION ON THIS APPLICATION WILL BE GROUNDS FOR RATING AN APPLICANT INELIGIBLE FOR EMPLOYMENT WITH THIS AGENCY, OR FOR DISMISSAL AFTER EMPLOYMENT. ALL STATEMENTS ON THIS APPLICATION ARE SUBJECT TO INVESTIGATION (EXCEPT WHERE NOTED IN #12 ABOVE). ALL INFORMATION WILL BE CONSIDERED IN DETERMINING AN APPLICANT'S ELIGIBILITY FOR EMPLOYMENT WITH THIS AGENCY. I RELEASE HABITAT FOR HUMANITY LA CROSSE AREA FROM ALL CLAIMS AND LIABILITIES REGARDING REFERENCES GIVEN. I UNDERSTAND ALSO, THAT IF HIRED, I WILL BE REQUIRED TO ABIDE BY ALL RULES AND REGULATIONS OF THE ORGANIZATION. I UNDERSTAND THAT MY EMPLOYMENT WOULD BE FOR NO SPECIFIC PERIOD OF TIME AND THAT I MAY BE TERMINATED AT ANY TIME.

Signature of Applicant

Date

HABITAT FOR HUMANITY LA CROSSE AREA IS AN EQUAL OPPORTUNITY EMPLOYER AND SERVICE PROVIDER. AUXILIARY AIDS AND SERVICES ARE AVAILABLE UPON REQUEST.
HABITAT FOR HUMANITY LA CROSSE AREA IS COMMITTED TO QUALITY SERVICE AND CONTINUOUS IMPROVEMENT.

AFFIRMATIVE ACTION SURVEY

Habitat for Humanity La Crosse Area is an equal opportunity employer and strives to comply with all government regulations and affirmative action responsibilities. Applicants are considered for all positions and employees are treated during employment without regard to race, color, sex, national origin, age, marital or veteran status, sexual orientation, or disabling condition.

We are required to collect data requested on this questionnaire for record keeping and to document affirmative action efforts. While your reply will be most helpful to us in carrying out our administrative responsibilities, return of this form is entirely voluntary.

This questionnaire will be detached from your application upon receipt. This information will not be seen or used by people involved in screening or in the interviewing processes for applicants. This data will be kept in a confidential file separate from your job application.

Thank you for your cooperation!

I chose to NOT complete this form.

1. Position Applied for: _____ Date _____

2. How did you first find out about this job opening?

_____ Advertisement

_____ Friend/Relative

_____ Job Service

_____ Walk-in/Inquiry

_____ From an employee of Habitat

_____ Internet

_____ Other _____

3. Gender: _____ Male _____ Female

4. Age 40 or Older: _____ Yes _____ No

5. Race:

_____ African American or African

_____ American Indian or Alaska Native

_____ Asian

_____ Native Hawaiian or Other Pacific Islander

_____ White

_____ Other Race

_____ More than One Race

_____ Unknown

Ethnicity:

_____ Hispanic/Latino

_____ Not Hispanic/Latino

_____ Unknown

6. Disability or Handicap: _____ Yes _____ No

(Please DO NOT tell us the disability or handicap you have – just whether or not you have a disability or handicap or perceive yourself as having one)

7. Veteran: Yes No

Vietnam Era Veteran: Yes No

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