



Position Title: Chief Advancement Officer
Date Completed: September 2024
Employment Status: Full Time, Salaried, Exempt
Location: Columbus, Ohio
Salary Range: \$125,000 to \$140,000 Annually

About Habitat MidOhio

Habitat for Humanity-MidOhio (Habitat MidOhio), is an Ohio non-profit affordable housing organization working to solve the affordable housing crisis in the Central Ohio region. Established in 1987, Habitat MidOhio serves the communities of Franklin, Licking, and Madison Counties in Central Ohio.

Mission Statement: Seeking to put God’s love into action, Habitat for Humanity – MidOhio brings people together to inspire hope, build homes, empower families, and develop communities.

Vision Statement: A world where everyone has a decent place to live.

Habitat MidOhio’s North Star: *We are a leader in connecting people to opportunity and hope through obtaining and maintaining affordable housing.*

Habitat MidOhio operates under the following **Core Values**. These values are the organization’s guiding principles for how we behave with each other and those we serve and work with.

Inclusive Teamwork

The success of our Affiliate depends on everyone prioritizing doing their job then also helping other people and teams. We take responsibility to go above and beyond to do the right thing and be collaborative and inclusive partners with each other, our families, volunteers, community partners, donors, and customers.

Ownership-Based Accountability

We strive for excellence by prioritizing the “highest and best” use of our time; holding ourselves accountable first and then respectfully holding our peers, teams, and Affiliate accountable. We demonstrate ownership of our behaviors, actions, and decisions. We exhibit vulnerability by admitting mistakes, shortcomings, and making things right.

Trust-Based Stewardship

In a continual journey to cultivate trust, we take responsibility to effectively plan for, manage, and deploy our resources including energy, time, money, relationships, and assets.

Transparent Communication

We commit to active listening with the intent to understand and demonstrate the courage to speak our truth with integrity and respect. We commit to transparency; sharing organizational strategy, priorities, performance, and financial position with all team members responsibly. We encourage communication in all directions – up, down, across, and encourage all team members to serve as ambassadors to our families, volunteers, community partners, donors, and customers.

Service to Others

As a service organization, we commit to impacting the lives of families, team members and volunteers through a service heart and mindset. We demonstrate humility; recognizing that we are serving a purpose greater than ourselves. We strive to balance people and relationships with tasks and projects. We take responsibility to show compassion, care, and empathy while guiding and assisting each other, our families, volunteers, community partners, donors, and customers.

About the Role

The Chief Advancement Officer (CAO) reports directly to the CEO and serves as a key member of the Habitat for Humanity-MidOhio (Habitat MidOhio) Executive Leadership Team (ELT), leading the planning and implementation of a comprehensive marketing, volunteer, and investment program to advance the organization's mission and vision. The CAO oversees fundraising, business development, marketing and communications, and volunteer recruitment and engagement. The role of this dynamic and highly collaborative leader is critical to the organization's ability to meet its strategic goals and priorities. This strategy will focus on three key objectives:

- Develop a holistic and progressive fundraising strategy to increase overall fundraising revenue, diversify funding sources, increase partnerships (both public and private), grant opportunities, and maintain and grow existing relationships.
- Implement a courageous and multifaceted community relations & storytelling program to strengthen our reputation and presence in the community with all relevant audiences.
- Focus on maintaining and growing volunteer engagement and utilize volunteerism as an opportunity to grow Habitat MidOhio's fundraising and community presence.

In partnership with the President and Chief Executive Officer and the Board of Directors, this position is responsible for attracting philanthropic and volunteer support for programmatic and operational priorities, sustaining, and forging new relationships to build Habitat MidOhio's visibility, impact, and resources.

Each employee at Habitat MidOhio helps extend the agency's mission in particular ways, as outlined in the position description. The essential functions of the position include but are not limited to the following:

Day to day:

Leadership and Management

- The Executive Leadership Team (ELT) is the CAO's first team. The CAO will relentlessly collaborate and partner with their ELT colleagues to ensure that the organization's collective goals and objectives are achieved.
- Mobilize the Advancement team by sharing ambitious, inspiring, and compelling approaches to greater organizational impact and sustainability by meeting or exceeding their goals.
- Foster a collaborative and results-oriented culture within the Executive Leadership, Senior Leadership, and Advancement teams that embraces teamwork, transparency, seamless communication, continuous improvement, and mentorship.
- Through proactive and adaptable leadership, continuously evaluate progress toward established goals, shifting and evolving as needed to be successful
- Be responsible for hiring, onboarding, coaching, performance management, and talent development of direct reports, and support these leaders in doing the same for those who report to them.
- Promote ongoing learning and development across the department by identifying areas for growth and collaborating with the Director of People and Culture to develop appropriate learning and development strategies.
- Through active listening and clear, respectful communication, demonstrate a commitment to working collectively to achieve results together.

Fundraising Strategy and Execution

- Lead the building, implementation, and adoption of systems and practices that support intra- and inter-departmental collaboration, integration, communication, and relationship building to meet/exceed annual fundraising goals.
- Develop and execute a comprehensive fundraising plan including major, annual, and planned giving.
- Lead stewardship strategies to maximize donor participation and long-term retention.
- Partner closely with the CEO, Chief Operating Officer, and Chief Financial Officer to strategically align impact models, services, and innovation opportunities with funding opportunities.
- Support the CEO and Board of Directors in cultivating and soliciting investment from individuals, corporations, foundations, and others.
- Instill a culture of philanthropy throughout Habitat MidOhio, ensuring all staff members understand their role in the organization's philanthropic success.
- Cultivate and steward critical relationships with corporate partners, foundation and individual investors, and other strategic revenue partnerships, to reach organizational growth and sustainability goals.
- Develop and manage the Advancement department budget, ensuring strategic investments and responsible fiscal controls and stewardship are maintained.
- Monitor, analyze, and report out fundraising data and key performance indicators to assess progress toward fundraising goals.

Volunteer Recruitment and Engagement

- Lead the development and execution of a comprehensive volunteer recruitment and engagement program.
- Provide strategic thinking and leadership in visioning and growing the recruitment of volunteers.
- Demonstrate accountability for the organization's volunteer recruitment performance by continually assessing progress toward recruitment goals and targets and proactively identifying and addressing challenges within the agency's recruitment strategy and flow.
- Leverage external partnerships to expand new volunteer recruitment initiatives.

Communications and Marketing

- Represent Habitat MidOhio in external-facing work with donors, partners, and other stakeholder communities and partner with the CEO and other organizational leaders to serve as a passionate advocate for Habitat MidOhio's mission.
- Guide vision and messaging for external communications, including public relations and marketing to increase knowledge and awareness of Habitat MidOhio, its mission, activities, and the value of its work. To include website, investment proposals, paid advertising, and all agency collateral.
- Create and execute strategy to leverage marketing as a tool in resource development: volunteers, revenue, and relationships.
- Monitor, analyze, and report key performance metrics to assess the impact of communication and marketing efforts.

About You

This Job May Be for You...

The Chief Advancement Officer is a key member of our Executive Leadership Team who plays an integral role in our agency's success. We are seeking an engaged leader who is:

- A critical thinker who can demonstrate complex problem-solving skills.
- Experienced and accomplished in fundraising and donor development best practices
- A strong verbal and written communicator who can effectively engage and collaborate with a diverse group of individuals, both internal and external.
- Skilled in leading people and processes, including coaching and motivating teams to successfully reach and/or exceed goals
- An excellent interpersonal communicator demonstrating energy, enthusiasm, and the ability to build long-term relationships and represent the organization to external audiences
- Flexible, self-aware, culturally competent with a commitment to diversity, equity, and inclusion, and demonstrates a high degree of professional integrity
- Open to adapting and changing, bringing innovative ideas to help further the organization's mission
- Organized, detail-oriented, and able to manage multiple projects, deadlines, and outcomes

Qualifications

- Passion for and understanding of the agency's mission.
- A bachelor's degree is required, and training that would provide the knowledge, skills and abilities required for the successful performance of the essential job duties.
- At least 10 years of professional experience in development/marketing/sales/management; nonprofit preferred.

Additional Information

Benefits

Because we hire the best people and value our staff, Habitat MidOhio works hard to provide competitive benefits to our team. Our comprehensive benefits package, which helps to support a healthy work/life balance, includes:

- Unlimited Paid Time Off program
- 12 paid holidays
- Health Care Plan (Medical, Dental & Vision) – a generous portion is paid by Habitat MidOhio
- Annual \$2,500 employer-funded HRA account
- Company Paid Life Insurance
- Company Paid Short- and Long-Term Disability
- Employee Assistance Program
- Enrollment in our 401(k) after 6-months of employment– We match 50% of employee contributions up to 6%
- Training & development programs
- Opportunities for advancement- we promote from within!
- Monthly cell phone stipend

Americans with Disabilities Act: Employee must be able to perform all essential job functions, with or without reasonable accommodation.

Job Responsibilities

The above statements reflect the general duties, responsibilities, and competencies necessary to perform the job's essential duties and responsibilities. They should not be regarded as a detailed description of all the work requirements of the position. Habitat MidOhio may change the specific job duties with or without prior notice based on the organization's needs.

To see more of the impact we are making: <https://www.habitatmidohio.org/>

If this sounds like the position and organization for you, please submit a cover letter and resume to Lindsey Estes, our Chief of Staff at lestes@habitatmidohio.org with “Your Name – Chief Advancement Officer” in the subject line.

No phone calls, please. Applicants selected for an interview will be contacted.

EQUAL EMPLOYMENT OPPORTUNITY

Habitat for Humanity-MidOhio is committed to building and retaining a diverse workforce. We strongly encourage qualified candidates of diverse backgrounds to apply. We believe the inclusion and amplification of our differences create a more effective workplace and a more compassionate world.

All qualified applicants will receive consideration for employment without regard to national origin, race, color, religion, age, sex, sexual orientation, marital status, individuals with disabilities, and equally to disabled veterans and veterans of the Vietnam Era.