

# Habitat for Humanity of Iowa

## Job Description

### August 2025

**Habitat's Mission:** Seeking to put Gods love into action, Habitat for Humanity brings people together to build homes, communities, and hope.

#### **Job Title: Director of Advancement**

**Summary:** Habitat Iowa is looking for a professional and experienced fundraiser to join their team as the Director of Advancement. This position implements fundraising and communication strategies for the organization, as well as providing consultation and training to Habitat Affiliates across Iowa. This includes but is not limited to cultivating new relationships, raising funds from private and public sources, writing grants, managing social media and website content, preparing reports and publications.

**Time Commitment:** This is a salaried position, averaging 40 hours per week. Some weeks may be more based on funding deadlines, hosting events, and other various reasons. Flex time is available with approval.

**Location:** The office location is Altoona, Iowa. Travel is expected, mostly in state. Occasional over-night travel will be required.

**Qualifications:** Applicants are required to have 7 years of relevant experience in fundraising. The ideal candidate will have the following: employment experience at a non-profit organization, experience with cultivating new donor relationships, experience in creating diverse fundraising plans, experience in leading a group of committee members, and proven excellence in written and verbal communication.

Additional experience is preferred in grant writing and communications. A bachelor's degree in a related field is preferred. Applicants should demonstrate working knowledge of websites and social media platforms. Applicants must be proficient with Microsoft Office 365 products including Excel, Word, Outlook, PowerPoint, Teams, and SharePoint.

Applicants must be results driven, with the ability to balance multiple tasks at once. Applicants must have a demonstrated ability to work independently and be willing to work in a team setting. Applicants must have the ability to research answers to unknown questions.

Applicants must have a valid driver's license (or ability to obtain) and an acceptable driving record. Applicant must have the ability to successfully pass a criminal history background check, including sex offender registry, state of residence and FBI.

#### **Responsibilities:**

##### **General:**

- Be an advocate for and effectively communicate Habitat for Humanity's mission and the importance of decent, affordable housing.
- Be comfortable with delivering education, training, and providing technical assistance to others.
- Attend appropriate training and professional development needed to be successful at the position.
- Implement the objectives and goals from the organization's strategic plan.

##### **Fundraising Support to Iowa Habitat Affiliates: (Approx. 40% of time)**

- Provide training, consultation, technical assistance, and support to Affiliates in their efforts to raise funds.
- Assist Affiliates with creating and implementing individualized fundraising plans
- Assist in identifying and writing grants for Affiliates

##### **Fundraising for Iowa Habitat: (Approx. 35% of time)**

- Work closely with the Executive Director to create and implement fundraising strategies.
- Build and maintain relationships with donors and external partners.
- Raise capital to fund below-interest rate mortgages. This includes building relationships with Iowa banks and credit unions.
- Raise funds to supplement other Habitat Iowa programs.
- Build and maintain relationships with event sponsors and donors. Cultivate new sponsorships.

- Assist the Housing Programs team in grant writing from federal, state, and private sources.

**Coordinate internal and external communication for the organization. (Approx. 15% of time)**

INTERNAL (to Affiliates, staff, and board members):

- Prepare the organization's Annual Impact Report.
- Publish the monthly ASO update, sent via email.
- Disseminate urgent information to affiliates apart from the ASO Update.

EXTERNAL (to donors, elected officials, partners, and others outside the organization):

- Work with team members to develop and deploy statewide marketing, advocacy and outreach plan.
- Maintain the organization's websites (currently 2) and social media accounts. This includes keeping it up to date, having relevant content, and creating an on-going social media plan.

**Provide support to other HFHIA programs as needed. (Approx. 10% of time)**

- Assist the Executive Director with legislative, advocacy activities, and relationship building. This may include serving on a state-wide coalition and/or board.
- Assist the team in coordinating state-wide and/or regional events and networking opportunities. This may include the Midwest Habitat Conference, Day at the Capitol, Quarterly Leadership Meetings, and other occasional trainings and/or events.
- Support and assist other team members with special projects.
- Other duties as assigned.

**Salary Range:** \$75,000 to \$90,000, based on experience

**Benefits:** Medical and dental insurance with employer contribution available, employer paid long-term disability, employer paid basic life insurance policy, employer discretionary match into 401k, generous paid time off and flexible schedule. Other products available for employees to purchase at their own cost including vision, critical illness, accident, short-term disability, hospital indemnity and legal insurance.

**To apply:** Email resume and letter of interest to [info@iowahabitat.org](mailto:info@iowahabitat.org), Attention Lisa Houser. Applications will be accepted until the position is filled.

*Habitat for Humanity of Iowa provides fair and equal employment opportunities for all applicants regardless of race, color, religious creed, national origin, ancestry, age, gender, pregnancy, sexual orientation, gender identity, marital status, family status, disability or genetic information, in compliance with federal, state and local law.*