



HABITAT FOR HUMANITY OF THE CHARLOTTE REGION
JOB DESCRIPTION

Title: <i>Director of Leadership Giving</i>	FLSA Status: Exempt	Employment Status: Full-Time	Reports to: Director of Development
Department: Development	Supervisory Responsibilities: yes	Location: 3815 Latrobe Dr.	Date Created/Last Evaluated: May 2026

Position Purpose

The Director of Leadership Giving provides strategic and operational leadership for Habitat Charlotte Region’s mid-level, major, and planned giving programs. This role is responsible for building a robust pipeline that moves donors from mid-level engagement into transformational investment.

The Director oversees a team of three fundraising professionals, setting strategy, driving performance, and ensuring an exceptional donor experience. As a senior relationship builder, this leader brings a proven record of closing significant gifts, mentoring fundraisers, and building scalable systems that support long-term philanthropic growth.

Essential Functions

Major & Mid-Level Giving Strategy

- Provide vision and leadership for an integrated mid-level and major giving program designed to grow donor engagement, retention, and revenue.
- Personally manage a portfolio of leadership donors and prospects, securing cash gifts of **\$10,000+** and multi-year commitments of **\$50,000+**.
- Develop and execute tailored cultivation, solicitation, and stewardship strategies aligned with donor interests and organizational priorities.
- Partner with senior leadership to create compelling cases for support, campaign strategies, and funding opportunities.

Planned Giving

- Identify, cultivate, and solicit prospects for planned giving vehicles including bequests, charitable gift annuities, and trusts.
- Integrate planned giving into leadership donor conversations and promote legacy giving through targeted education and marketing initiatives.

Team Leadership & Management

- Supervise, coach, and develop a team of mid-level and major gift fundraisers, fostering a collaborative, high-performing culture.
- Set clear goals, performance metrics, and accountability structures aligned with annual and long-term fundraising objectives.
- Provide ongoing professional development, portfolio strategy guidance, and mentorship to strengthen team effectiveness and retention.

Donor Engagement & Stewardship

- Collaborate closely with the Senior Staff, board members and development committee members to engage leadership-level donors.
- Ensure a best-in-class donor experience through personalized stewardship, meaningful recognition, and consistent communication.

Program Growth & Infrastructure

- Strengthen systems, tools, and processes to support a **scalable leadership giving program**, including portfolio management and data-driven decision-making.
- Contribute to strategic planning for capital campaigns, special initiatives, and long-range fundraising goals.



Required Knowledge, Skills, and Abilities

- 7–10 years of progressive experience in major gift fundraising, with demonstrated success closing gifts of **\$100,000+**.
- Proven experience **managing and developing fundraising staff**, preferably across mid-level and major giving programs.
- Strong understanding of donor pipelines and strategies that move donors from mid-level to major investment.
- Working knowledge of planned giving vehicles and donor-centered solicitation practices.
- Exceptional interpersonal, communication, and presentation skills.
- Mission-driven leader with a passion for affordable housing and community development.
- Bachelor’s degree required; CFRE or advanced degree preferred.
- Experience with CRM systems (Salesforce or similar) strongly preferred.

Work Environment

This position requires working primarily indoors in an office setting, with travel within the service area as needed.

Physical Demands

Ability to work in office environment as needed, which requires ability to speak, hear, with the visual and manual dexterity to manage papers, reports, and typing. Must embody the capacity to maintain the following for several hours at a time: use of personal computer or similar technology, phone, sitting as required.

Ability to lift up to 25 lbs. unassisted.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of the position. All employees may have other duties assigned at any time.

Employee’s Name (please print)

Employee’s Signature

Date

Manager’s Name (please print)

Manager’s Signature

Date