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Job Description: Resource Development Director

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| Date: | July 2025 updated |
| Reports to: | Executive Director |
| Salary and Benefits: | Alabama Habitat for Humanity offers a competitive benefits package that includes salary, health and dental coverage, Simple IRA retirement matching contributions, and paid vacation and sick leave. |
| FLSA Status: | Exempt |
| Travel: | 25% |

1. **Organization Description**

Alabama Habitat for Humanity (AAHA) is a 501(c)(3) non-profit corporation, and an Affiliate Support Organization affiliated with Habitat for Humanity International. AAHA’s purpose is to support access to affordable housing, with a focus on homeownership, by providing programs and services to Habitat Affiliates that are designed to increase their capacity to serve more households through: Advocacy & Awareness; Training and Technical Assistance; Resource Development; and Compliance Support. AAHA is focused on adding value to the Habitat for Humanity mission through innovation and service. Our culture is collaborative, creative, and highly team oriented. Team members share ownership of and responsibility for all aspects of the organization’s work including fund raising, public relations, training, advocacy, and administration.

1. **Job Summary**

A key role of AAHA is the acquisition and distribution of grant and loan funding to Habitat affiliates, much of which comes from government sources and financial institutions. This key team member will successfully manage and distribute home construction dollars to Alabama Habitat for Humanity affiliates. The Resource Development Director will determine funding allocations for affiliates, ensure accurate records for tracking funding proposals, coordinate the distribution of funds to affiliates, train funding recipients on requirements, ensure the timely use of funds, and prioritize compliance. The position is also responsible for maintaining and cultivating relationships with current funders and partnering with the Executive Director to cultivate new funding opportunities.

This position serves as part of AAHA’s leadership team and will lead and/or represent AAHA on internal and external committees. As with all AAHA positions, this role will maintain positive relationships with Habitat for Humanity affiliates, funders, and other stakeholders by reflecting exemplary culture of service.

1. **ESSENTIAL DUTIES:**

* Provide strategic oversight for AAHA’s Resource Develop program.
* Create and maintain policies and procedures for AAHA’s Resource Develop program.
* Ensure financial performance for Pass-Through distribution, Revolving Loan Fund, Project Delivery/Administration payments, and administrative fees.
* Assess and report progress in meeting program objectives.
* Guarantee compliance for each grant and loan source.
* Oversee monitoring, evaluation, and record keeping of all funding sources.
* Nurture relationships with affiliates, partners, and funders.
* Seek new funding opportunities in coordination with the Executive Director.
* Prepares and compiles all components of grant submissions ensuring formatting, packaging, and submissions are on time and in accordance with grant agency requirements.
* Contribute to success of the organization through management of administrative and operational duties.

**IV. SKILLS, KNOWLEDGE, and ABILITIES**

* Strong commitment to Alabama Habitat for Humanity’s mission and values
* Ability to understand and interpret government regulations from local, state and/or federal entities
* Strong verbal and written communication skills with ability to tailor complex messages for different audiences.
* Self-motivated, ability to work independently, handle concurrent tasks and prioritize workload appropriately.
* Highly developed organizational skills and meticulous attention to detail
* Strategic and creative thinker with excellent problem-solving skills
* Flexible and adaptive work style with the ability to thrive in a growing, innovative, mission-driven environment.
* Willingness to perform deep research when answers are not easily accessible
* Willingness to reach out and collaborate with other Habitat State Office staff to stay up to date on current funding opportunities and resource development opportunities.

1. **Education, Experience, and General Requirements**

* Bachelor’s degree, with a focus in a related field
* 5 or more years in a senior/executive leadership role in the nonprofit sector
* Experience managing state and federally funded grants such as ARPA, HOME, CDBG, USDA, and FHLB
* Experience with mortgage underwriting and/or origination preferred.
* Experience with affordable housing or nonprofit management preferred.
* Must have a valid driver’s license and access to reliable transportation allowing for travel. Some weekends and overnight stays will be required.

1. **Physical Requirements and Working Conditions**

This position will require sitting at a computer for extended periods of time and the ability to type and talk on the phone. Throughout the day, employee will move around the office to perform various tasks. Must be able to lift up to 15 pounds from time to time.  The employee should be prepared to attend meetings and other events at locations other than Habitat’s office location, with periodic travel; evening and weekend work may be required at times.

**VII. Salary and Benefits**

Alabama Habitat for Humanity offers a competitive benefits package that includes salary, health and dental coverage, Simple IRA retirement matching contributions, and paid vacation and sick leave.

*Disclaimer: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*AAHA is dedicated to the principles of equal employment opportunity and prohibits unlawful discrimination and harassment* *on the basis of age, race, sex, color, religion, creed, national origin or ancestry, disability, marital status, military status, genetic information, sexual orientation, gender identity/variance, or any other status protected by applicable federal, state, or local law.*

**To apply for this position, please email or call Executive Director, Brandon Dixon, at** [**brandon@alabamahabitat.org**](mailto:brandon@alabamahabitat.org) **or 334-737-6401 to request an application for employment.**