

## POSITION DESCRIPTION

	Date <b>January 21, 2008</b>	Revision Date(s)
Position Title <b>Director, Resource Development</b>	Position Number <b>801</b>	
Department <b>Executive Department</b>	Reporting To (Title and Position Number) <b>605 Area Vice President</b>	
Cross Functional Department <b>n/a</b>	Cross Functional Reporting To (Title and Position Number) <b>n/a</b>	
Position Titles/Position Numbers Reporting to this Position		
<b>Assistant to Director</b>	<b>Grants Manager</b>	
<b>Resource Development Manager (Southeast Asia)</b>	<b>Resource Development Manager (East Asia)</b>	
<b>Resource Development Associate</b>	<b>Resource Development Associate</b>	
<b>Collaborative Development Manager</b>		
Other:		
<p>Detail Responsibilities/Duties (Please note that the responsibilities are not all inclusive, as changes to services are made and/or new responsibilities are identified they will be added as deemed appropriate)</p> <p>Reporting to the Vice President, Asia Pacific, the Director of Resource Development is responsible for increasing the resource development capacity of HFHI Asia Pacific and of Habitat national organizations in Asia while maintaining a program consistent with the mission and principles of HFHI. In addition the Director Resource Development directs the implementation of HFHI's programs and strategies in Area countries identified as locations for resource development opportunities including Hong Kong, Japan, Korea and Singapore.</p> <p>Specific responsibilities include:</p> <ol style="list-style-type: none"> <li>1. Developing and implement fundraising strategies and activities, including solicitations for Major Gifts, grant funding applications to foundations and institutions and funding partnerships with corporations.</li> <li>2. Developing new and existing donors to HFHI with particular attention to Asia Pacific</li> <li>3. Advising and training national organizations and HFHI staff in fundraising strategies and activities including capital campaigns.</li> <li>4. Other duties include managing HFHI Asia Pacific Resource Development staff and budget and participating in Asia Pacific's senior management team.</li> </ol> <p>Responsibilities relating to overall program direction in designated countries include:</p> <ol style="list-style-type: none"> <li>1. Promote the growth of national organizations by encouraging adoption of HFHI's Standards of Governance and the full application of the Standards of Excellence policies as adopted by the International Board of Directors.</li> <li>2. Provide the context and direction for Regional Program Managers and then lead in the negotiation of annual budgets, and strategic, training and resource development plans with national directors and board members; ensure that progress is monitored against plans, report to the Vice President quarterly.</li> <li>3. Ensure that Regional Program Managers are monitoring the financial results of national programs including affiliates and reporting on significant changes and trends.</li> <li>4. Take the lead in identifying appropriate partner organizations willing to work with HFHI on a match-funding basis or in other ways which expand the benefit of HFHI's own funding.</li> <li>5. Serve as the lead HFHI spokesperson and public relations contact in issues related to assigned countries: take advantage of opportunities to raise awareness of Habitat's work and respond to the</li> </ol>		

<p>information needs from the Area Vice President and other part of HFHI which can advance Regional and Global awareness.</p> <p>6. Direct the efforts of Regional Program Managers who are to coordinate the delivery of ideas and support to national organizations from Area and Global staff assigned to HFHI Program departments, including: Campus Chapters and Youth Programs, Church Relations, Communications, Construction and Appropriate Technology, Global Village, Resource Development, Training and Program Monitoring and Evaluation.</p> <p>7. Ensure that HFHI staff respond to requests for reports and information on assigned countries emanating from the Vice President or Area Office staff acting on behalf of HFHI. Keep the Vice President informed on important program issues.</p>
<p>Skills Requirements (i.e. Language, Mathematical, Reasoning, Other)</p> <ul style="list-style-type: none"> <li>- Strong communication, public presentation and organizational skills, strategic thinking and problem solving.</li> <li>- English fluency, other Asia languages would be advantage.</li> <li>- Must be willing to communicate and affirm Christian identity and principles of HFH.</li> <li>- Ability to work easily in a multi-cultural environment.</li> <li>- Computer literate; able to use word-processing, spreadsheet and database software.</li> <li>- Training skills and experience.</li> </ul>
<p>Interactions (with others to exchange information, opinions, and concerns to resolve problems. Description should include the level of problem solving (basic to complex), how much supervision is required to implement change and whether these actions require interpretation of established policies and procedures.)</p> <ul style="list-style-type: none"> <li>- Senior Vice President Development.</li> <li>- Vice President, Asia Pacific</li> <li>- Directors Regional Programs.</li> <li>- Regional Program Managers.</li> <li>- Director Program Development.</li> <li>- Heads of Area Program Departments</li> <li>- National Directors and staff.</li> <li>- National Board Members</li> </ul>
<p>Organizational Level(s) Impacted (e.g.: AME Staff, National Directors, HFHI Staff, etc.)</p> <p>National, regional and area results are directly impacted.</p>
<p>Working Conditions</p> <p>Works in an office in Bangkok, Thailand.</p>
<p>Planning and Leadership Impact</p> <p>Will serve as a key member of the Asia Pacific Leadership team advising on development strategies and contributing to other strategic decisions.</p>
<p>Policy Level Impact</p> <p>Will have a major impact on resource development policy.</p>
<p>Experience Required</p> <ul style="list-style-type: none"> <li>- 5-7 years of Resource Development experience.</li> <li>- 3 years experience in budget management and personnel supervision.</li> <li>- 3 years experience developing and implementing broad resource development strategies and projects.</li> </ul>
<p>Education Required</p> <p>Bachelor's degree as a minimum.</p>
<p>Notes/Other</p> <p>Must be willing to travel -- 35-40% of the time -- to Asia Pacific countries and to headquarters</p>

**To Be Filled Out by Human Resources**

Compensation Determination