



Chief Mission Advancement Officer
Job Description
Maumee Valley Habitat for Humanity



Reports to: CEO

Direct Reports:

- Development Director
- ReStore Director
- Marketing and Communications Manager

Employment Status: Full-Time Salaried

Job Classification: Exempt

Salary Range: \$105,000 - \$115,000

Position Summary:

Maumee Valley Habitat for Humanity (MVHFH) is a nonprofit housing organization that brings people together to build homes, community and hope in Lucas County. Our vision is of a world where everyone has a decent place to live. We work toward this vision by building and improving homes in partnership with individuals and families in need of a decent and affordable place to live.

The Chief Mission Advancement Officer (CMAO) is a senior executive leader responsible for advancing MVHFH's mission, vision, and long-term sustainability through comprehensive resource development, brand stewardship, and stakeholder engagement strategies. As a member of the executive leadership team, the CMAO provides high-level organizational leadership over all funding streams, marketing and communications, volunteer engagement, and external relations, ensuring these functions are fully aligned with organizational strategy and growth objectives.

Working in close partnership with the CEO and Board of Trustees, the CMAO leads the development and execution of multi-year advancement strategies that generate philanthropic and earned revenue, deepen community relationships, elevate the organization's public profile, and foster a culture of philanthropy across the organization.

Key Responsibilities:

Strategic Leadership & Organizational Advancement

- Serve as a key member of the executive leadership team, contributing to organizational strategy, long-range planning, and enterprise-wide decision-making.
- Develop and execute a comprehensive, multi-year advancement strategy aligned with MVHFH's strategic plan and annual operating goals.
- Advance a strong internal culture of philanthropy, engagement, and accountability across departments and leadership.
- Collaborate with executive leadership on annual budgeting, forecasting, and financial analysis related to advancement functions.
- Lead, mentor, and develop a high-performing advancement team through clear goals, accountability, coaching, and professional development.
- Foster collaboration across departments to ensure advancement strategies are integrated organization-wide.

Fundraising & Revenue Strategy

- Provide executive oversight for all fundraising and earned revenue activities, including individual giving, major gifts, corporate partnerships, grants, events, campaigns, and ReStore operations.
- Establish and achieve annual and multi-year revenue targets exceeding \$7.5 million annually in support of operating and strategic priorities, inclusive of philanthropic and ReStore-generated revenue.
- Design and oversee innovative and diversified revenue strategies—across both philanthropy and ReStore sales, marketing, and procurement—to support organizational growth and long-term sustainability..
- Lead the planning, execution, and evaluation of capital, major giving, planned giving, and other comprehensive campaigns, ensuring alignment with overall revenue strategy.

Board Approval: February 2026

- Partner closely with the CEO and Board of Trustees to identify, cultivate, solicit, and steward major donors and strategic partners.
- Personally manage a portfolio of high-impact donors and prospects, including strategy development, solicitation, stewardship, and long-term relationship building.
- Ensure systems and processes are in place for donor research, tracking, stewardship, and reporting.

Marketing, Communications & Brand Stewardship

- Provide executive oversight of marketing, communications, and public relations strategies to strengthen brand awareness, reputation, and community impact.
- Ensure consistent messaging, visual identity, and storytelling aligned with MVHFH's mission, values, and strategic priorities.
- Serve, alongside the CEO, as a public ambassador and media spokesperson for the organization.

Volunteer & Community Engagement

- Oversee the strategy and infrastructure for volunteer engagement, recruiting and retaining approximately 2,000 volunteers annually.
- Ensure systems exist for volunteer onboarding, training, scheduling, communication, recognition, and retention.
- Strengthen partnerships with corporate, nonprofit, and community stakeholders to expand engagement opportunities.

Qualifications, Certifications and Skills

- Bachelor's degree required; Master's degree and/or CFRE strongly preferred.
- Minimum of 7–10 years of progressively responsible nonprofit fundraising, advancement, sales experience, including senior leadership roles.
- Demonstrated success leading complex fundraising programs and achieving ambitious revenue goals.
- Proven experience partnering with Boards and senior executives on strategy, donor engagement, and governance.
- Strong strategic thinker with the ability to translate vision into execution.
- Exceptional relationship-building, communication, and presentation skills.
- Experience managing and developing diverse, multidisciplinary teams.
- Familiarity with nonprofit funding sources, fundraising databases, and CRM systems.
- Proficiency in Microsoft Office and ability to learn and leverage new technologies.
- Ability to work flexible hours, including occasional evenings and weekends.
- Valid driver's license and insurability under MVHFH's auto insurance policy.
- Successful completion of background checks.
- Demonstrated commitment to Habitat for Humanity's mission, values, and ethics.

Maumee Valley Habitat for Humanity is an Equal Opportunity Employer and Prohibits Discrimination and Harassment of Any Kind: Maumee Valley Habitat for Humanity is committed to the principle of equal employment opportunity for all applicants and to providing employees with a work environment free of discrimination and harassment. All employment decisions at Maumee Valley Habitat for Humanity are based on business needs, job requirements and individual qualifications, without regard to race, color, religion or belief, family or parental status, or any other status protected by the laws or regulations in the location where we operate. Maumee Valley Habitat for Humanity will not tolerate discrimination or harassment based on any of these characteristics. Maumee Valley Habitat for Humanity encourages applicants of all ages.

By signing below, I am stating that I understand the requirements, essential functions and duties of the position.

Employee's Signature _____ Date _____