



Habitat for Humanity of Dutchess County Inc. Mission Statement:

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

Title: Development Associate

Reports to: Chief Development Officer

Job Summary: Working under the supervision of the Chief Development Officer and with other staff and volunteers, the Development Associate is responsible for assisting with HFHDC resource development efforts. The primary objective of this position is to provide comprehensive administrative support to the resource development department, with a focus on office and fundraising support, effective database management and reporting, event logistics and recruitment of volunteers to help with construction and restore efforts.

CORE RESPONSIBILITIES

Office Support/General:

- Maintain donor communication materials and inventory of general Development team supplies.
- Answer general Development phones inquiries.
- Provide professional assistance and interaction with donors (via phone, computer and face-to-face).
- Provide support when acknowledging appropriate financial and in-kind donations by correspondence.
- Support CDO to generate development reports from database (sponsors, major donors, individuals, lapsed donor, etc.).
- Provide vision, energy and passion for Habitat's mission, values and integrity in all aspects of the job.

Database support:

- Serve as the primary lead for the donor database, including its infrastructure, protocols, data entry systems, gift processing and report writing (NFG, Every Action, Salesforce).
- Identify and implement processes and improvements to ensure the integrity of the database, including troubleshooting/identifying inconsistencies and making corrections. Work closely with Accountant to ensure integration of department activities.
- Specific Tasks Include:
 - Build queries / SmartLists.
 - Run reports.
 - Maintain account contact/journal records.
 - Implement moves management tracking and communication processes.
- Work with Habitat for Humanity International to ensure database compliance and required Collaborative Fundraising reporting.

Fundraising Support:

- Prepare gift acknowledgement letters, Board Thank You notes, Anniversary Cards and make Thank You calls.
- Prepare online donation pages as specified
- Format newsletter data (monthly electronic)
- Compile mailing lists.
- Update social media as needed.
- Update website as needed (WordPress).
- Provide support to the CDO to prepare monthly and yearly fundraising reports.
- Provide fundraising support at fundraiser meetings, including document creation, donor research and donor prep.

Event Support:

- Assist with coordination of campaign, donor cultivation and other special events.
- Solicit in-kind donations for various events.
- Solicit vendor discounts and in-kind donation across all departments for various needs.

QUALIFICATIONS (E)

- Good understanding of private philanthropy as it relates to the not-for-profit organization and a knowledge of fundamental disciplines of resource development.
- Excellent written and oral communications skills.
- Demonstrates experience and excellent interpersonal skills to establish, build, and maintain effective working relationships with colleagues, board / committee members, donors, family partners, and volunteers.
- Excellent organizational skills and attention to detail.
- Self-motivated, ability to work independently with limited supervision, willing to handle concurrent tasks and make appropriate judgments and decisions.
- Ability to maintain a high level of confidentiality.
- Performs as a team player and comfortable in an ecumenical environment.
- Ability to work longer hours, evenings and weekends.
- One to three years' experience working with a development database
- A valid driver's license and the ability to be insured under Pikes Peak Habitat's auto insurance.
- Microsoft Office products
- A criminal background check will be completed

Humility - We are part of something bigger than ourselves.

Courage - We do what's right, even when it is difficult or unpopular.

Accountability - We take personal responsibility for Habitat's mission.

Safeguarding - HFHI requires that all employees take seriously their ethical responsibilities to safeguarding our intended beneficiaries, their communities, and all those with whom we work. Managers at all levels have responsibilities to support and develop systems that create and maintain an environment that prevents harassment, sexual exploitation and abuse, safeguards the rights of beneficiaries and community members (especially children), and promotes the implementation of Habitat for Humanity's code of conduct.

Work Environment:

Full-time, Hourly position. Starting at \$23.00/hour. Benefits offered include Health Insurance, Dental, Vision, AFLAC, paid time off. Requiring flexibility to work evenings and weekend hours as needed for meetings and special events. Occasional in state and out of state travel required.

NOTE: The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. All employees may have other duties as assigned at any time. This company is an at will employer as allowed by NYS law. This means that regardless of any provision in this application, if hired, the company may terminate the employment relationship at any time for any reason with or without cause. Please note in accordance with the American Disabilities act of 1990, the "essential functions" of this position listed are marked with an "E".