

## Development Associate

### **Overview:**

Customer facing Job Title: Development Associate  
Reports to: Director of Development  
FSLA Status: Part-time (24 hours per week) non-exempt  
Prepared Date: February 23, 2017  
Approved By: David Emerson

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

**Major Responsibilities:** Under the supervision of the Director of Development (DOD), the Development Associate will have exceptional organizational capabilities and be responsible for grant management, event planning and execution, database support, website maintenance, social media, and donor communications.

## **Essential Duties and Responsibilities**

### ***Grant Writing Support:***

- Manage the Grants Submission and Reporting Dashboard
- Track submissions and results of all grant activities
- Assure all materials and reports are gathered and submitted for grant compliance
- Gather materials to submit grants as needed

### ***Event Planning and Execution:***

- Manage special events including the Mud Hen 5K, golf tournaments, ground blessings, home dedications, and major donor events
- Drive participation in all special events of the organization
- Recruit and manage volunteers to plan and execute events
- Assist in soliciting financial support and in-kind donations for various events

### ***Donor Communications:***

- Prepare gift acknowledgement letters, Board Thank You notes, New Donor Letters, Anniversary Cards, and make Thank You calls
- Manage the planning and implementation of direct mailings and newsletters
- Update social media at least weekly
- Update website as needed

### ***Database support:***

- Data entry of donations and maintenance of contact files
- Building queries and reports as needed

### ***Other Duties:***

- Provide support in preparing monthly and yearly fundraising reports
- Provide fundraising support, including donor and prospect research
- Ability to work occasional weekends or evenings to cover events or related activities

**Basic Job Requirements:**

- Attention to detail a must
- Strong written skills in the English language a must
- Creativity and design sense are important
- Marketing experience is desirable
- Experience working with Microsoft Power Point, Word and Publisher required
- Experience with Salesforce, Constant Contact and Square Space desirable
- Additional computer skills in Adobe Photoshop, InDesign or Elements are desirable
- Ability to speak and write in Spanish is a plus
- Valid Driver's License and ability to meet Habitat's insurance requirements

**Education and/or Experience:**

- Associate's or Bachelor's degree
- 2-3 years directly related experience; or equivalent combination of education and experience

**Other Desired Skills or Requirements:**

- **Organizational Ability:** Demonstrated skill in organizing and tracking multiple activities or projects simultaneously. Skilled at working through others to make sure that deadlines are met with quality results. This is a requirement for this position.
- **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- **Other Skills and Abilities:** Flexibility in dealing with multiple activities and projects. Ability to resolve conflict and work effectively with diverse personalities. Ability to direct other employees and volunteers to complete activities without direct reporting authority.
- **Support of the Habitat for Humanity Mission:** Candidate must be able to demonstrate a commitment to the philosophy of Habitat for Humanity in building homes in partnership with the homeowner and with volunteers. Support Affiliates Mission and Foundational Principles (See Attached Document).

***If you feel you are qualified and wish to apply for this position:***

- 1. Please review the affiliate covenant below.*
- 2. Submit your cover letter and resume to John Lovell, [development@stvrainhabitat.org](mailto:development@stvrainhabitat.org).*
- 3. If HFHSVV is interested, the office will contact you to discuss next steps*

*Habitat for Humanity of the St. Vrain Valley is an equal opportunity employer. Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability or veteran status.*

## **Habitat for Humanity International and Habitat for Humanity of the St Vrain Valley Mission Statement and Foundational Principles**

### **Mission Statement:**

Habitat for Humanity works in partnership with God and people everywhere, from all walks of life, to develop community with people in need by building and renovating houses, so that there are decent houses in decent communities in which every person can experience God's love and can live and grow into all that God intends.

### **U.S. Foundational Principles:**

1. The Foundational principles of Habitat for Humanity are based on the teachings of Jesus. Since Habitat for Humanity is a Christian organization, anyone who is committed to its mission, purposes and principles is invited to participate in any affiliated organization.
2. Habitat is a people to people partnership drawing together individuals and communities to build decent, affordable housing. Habitat for Humanity is committed to the development and uplifting of people and communities, not only to the development of housing. Affiliated organization leadership will also reflect the diversity of the community.
3. Habitat for Humanity affiliates build, renovate and repair decent and affordable housing with people who are living in inadequate housing and who are unable to secure adequate housing by conventional means. Each Habitat for Humanity affiliate selects homeowner-partners based on their need for adequate shelter; their ability to pay for the Habitat for Humanity home; and their willingness to partner with Habitat for Humanity. Habitat for Humanity affiliates do not discriminate in the selection of homeowner-partners on the basis of race, creed, gender, disability, ethnic background, or any other characteristic protected by law. All homeowner-partners contribute "sweat equity" by working in partnership with the Habitat for Humanity affiliate and other volunteers to accomplish Habitat's mission, both locally and worldwide.
4. Habitat for Humanity affiliates sell the housing units to homeowner-partners with no profit added and finance the payment for the housing unit with no interest charged. House payments are used for the construction or renovation of additional affordable housing.
5. Habitat for Humanity is a global movement encompassing Habitat for Humanity International as well as national and local affiliated organizations around the world. The health and conduct of every constituent organization affects the viability of the others. Habitat for Humanity International is responsible to each Habitat for Humanity organization for promoting and protecting the good name of "Habitat for Humanity" and its ability to fulfill its mission.
6. Habitat for Humanity is a global partnership. In recognition of and commitment to that global partnership, each affiliate is expected to contribute (tithe) at least 10 percent of its undesignated cash contributions to Habitat's international work.