



Development Coordinator

Do you have a passion and drive to apply your talents to make a difference? Are you looking for an employer that understands the importance of having a work-life balance? Habitat for Humanity Vail Valley (HFHVV) is seeking a talented professional to serve as its **Development Coordinator** in support of its mission to partner with local families to build strength, stability and self-reliance through shelter.

As a member of the Development team, the Development Coordinator is responsible for assisting with HFHVV development efforts. The primary objective of this position is to provide comprehensive administrative support to the development department, with a focus on office and fundraising support, effective database management and reporting, event logistics and donor stewardship efforts (acknowledgements, printed material inventory, prep materials for donor meetings.) The position demands effective customer service/sales capabilities, strong writing skills, and an understanding of data management and analysis to help sustain and grow fundraising capacity.

Job Duties

- Fundraising Support
 - Data Management and Gift Acknowledgement
 - Provide regular reports on activities and fundraising accomplishments as requested by the Development Director.
 - Provide fundraising support at fundraiser meetings, including document creation, donor research and donor prep.
 - Annual Fund Donor Stewardship, Cultivation and Support including Colorado Gives Day
- Event Support
 - Assist with coordination of Annual Carpenters' Ball, grass roots events including specialty build days, ReStore events and donor cultivation events.
 - Solicit in-kind donations for various events.
- Marketing Support
 - Update website as needed (WordPress)
 - Update social media as needed.
 - Compile Google Analytics

Qualifications

- Bachelor's Degree highly preferred
- Must be a strong communicator, have excellent organizational and interpersonal skills.
- Able to work well in a team environment, handle multiple assignments and meet deadlines.
- Previous nonprofit experience preferred.
- Software Skills Desired – Office 365 and CRM database experience preferred.

Compensation & Benefits

The salary range for this position is currently \$49,923 – 65,885 per year. Initial compensation is determined based on the successful applicant's qualifications and experience. Benefits offered include health insurance, life insurance, retirement plan with 6% employer match, up to 6 weeks of vacation, holiday, and sick time, paid medical leave and more.

To apply for this position, email a cover letter and resume to jobs@habitatvailvalley.org