



**POSITION DESCRIPTION**  
[www.habitatmetrodenver.org](http://www.habitatmetrodenver.org)

<b>Title:</b> Donor Data Specialist	<b>Employment Status:</b> Full-Time
<b>Department:</b> 12-B Fundraising	<b>FLSA Status:</b> Non-Exempt
<b>Reports to:</b> Director of Leadership Giving	<b>Supervises:</b> Volunteers

Updated March 2023

**Who You Are:**

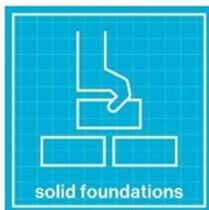
You're someone who people can always rely on to have the answers to their questions and produce the highest quality work. You take great pride and ownership in your work and enjoy becoming the subject matter expert in your field. You are extremely detail-oriented, a meticulous record-keeper, and see patterns and connections that other people miss. You love solving problems, learning new things, making order out of chaos, and managing multiple projects in various stages. People often comment how analytical, precise, organized, and efficient you are. You're looking for a new position where you can make a difference in your life, the lives of others, and the world. In return, you seek an organization that appreciates your individuality and supports you as a member of a diverse and talented team. You know in your heart it's time to find an opportunity to be part of something larger; more impactful. If this sounds like you, please allow us to introduce ourselves.

**Who We Are:**

Habitat for Humanity of Metro Denver (Habitat Metro Denver) is part of a global, nonprofit housing organization that seeks to put God's love into action by bringing people together to build homes, communities, and hope. Habitat for Humanity was founded on the conviction that everyone needs an affordable, healthy, and stable place to live in dignity and safety, and that affordable housing should be a matter of conscience and action for all. To achieve our vision of a world where everyone has a decent place to live, Habitat Metro Denver builds, renovates and sells homes in partnership with low- and moderate-income families. Habitat Metro Denver is also an advocate for policies that create and preserve affordable housing. We work in neighborhoods across five counties in Metro Denver to not only build, renovate and sell new homes, but also to do critical home repairs to help families stay in their homes longer. Throughout our 43-year history, Habitat Metro Denver has served more than 2,500 households and is the 8th largest producer in the Habitat U.S. network.

**How We Succeed Together:**

Habitat Metro Denver's **Cultural Blueprint** highlights the specific behaviors and mindsets that support our core values and guide day-to-day decisions, behaviors, and interactions of every person within our organization.



**Solid Foundations** - Our mission is at the heart of everything we do. We are passionate about our work, our teams, and our relationships.

**Innovative Design** - We are curious. We embrace change. We take risks and initiative to address a complex social issue – housing. We exemplify grit and determination in our relentless pursuit to ensure everyone has a safe and affordable place to call home.

**Open Doors** - We welcome everyone. We aspire to be an inclusive organization that celebrates one humanity – where equity, diversity and inclusion are at the core of every facet of our work.

**Clear Windows** - We approach everyone with kindness, clarity, and transparency. We champion authenticity, illuminate our strengths, and hold ourselves and others accountable.

**Supportive Structures** - We have each other's backs. We collaborate. Becoming better at what we do takes all of us. By building homes and life-changing careers, we make a transformational difference in our lives and the lives of others.

#### **POSITION OVERVIEW:**

Imagine doing what you love and making a meaningful impact at the same time. At Habitat for Humanity of Metro Denver, you have that opportunity. Under the general supervision of the Director of Leadership Giving, and in collaboration with the Resource Development team, the Donor Data Specialist enters all gift, donor, and appeal data into the Raiser's Edge database; administers the Enterprise Zone Tax Credit program; and project manages data aspects of the Collaborative Operating Model Direct Marketing (COM DM) program. Activities related to this position support fundraising goals to advance Habitat Metro Denver's mission to build homes, communities, and hope.

*The following reflects the organization's definition of essential functions for the job but does not restrict the tasks that may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.*

#### **CORE RESPONSIBILITIES:**

- Enter all gift information into the Raiser's Edge database in a timely manner with a very high degree of accuracy using a combination of manual data entry, plug-ins, and imports.
- Collaborate with Accounting staff to ensure that all charitable donation revenue and expenses are entered accurately.
- Work directly with the Business Support Service team to create and uphold database policies and procedures.
- Maintain, update and support database maintenance by performing quality control procedures regularly and managing all Campaign, Fund, and Appeal records.
- Utilize query and export to pull highly accurate reports (both recurring and custom) from the Raiser's Edge database.
- Collaborate with fundraisers to plan, implement, and track in-house strategic donor stewardship communications and appeals, and provide general support to the department.
- Support online fundraising initiatives by creating and maintaining donation forms in Raiser's Edge NXT, Online Express, GiveSmart, and Qgiv.

- Administer Habitat’s Enterprise Zone Certified Contribution Project(s) by submitting applications; writing annual reports; tracking and submitting qualified gifts; and ensuring donors receive their tax credit certificates monthly.
- Serve as the main database point of contact with Habitat for Humanity International (HFHI) staff and associated vendors for the Collaborative Operating Model Direct Marketing (COM DM) program, represent the Metro Denver affiliate at all required meetings.
- Carefully review, provide feedback on, troubleshoot, and import all incoming data for the COM DM program, including ownership tagging for major donors.
- Assist with crowdfunding campaigns, including but not limited to Gingerbread Build, Colorado Gives Day, and Community Shares.

**KNOWLEDGE, SKILLS & ABILITIES:**

- A strong belief in Habitat’s mission to provide opportunities for affordable homeownership.
- Experience with data entry, query, import, and export in a CRM database required; experience with Raiser’s Edge and ImportOmatic preferred.
- Basic understanding of general accounting principles preferred.
- Exceptional interpersonal and communication skills. Ability to flex speaking and writing styles to communicate clearly, professionally, and sensitively with diverse audiences.
- Able to work independently without close oversight. Self-motivated and flexible with the ability to plan, prepare, pivot, execute, and follow up.
- Highly organized and detail oriented, with ability to maintain high degree of accuracy.
- Adept at multi-tasking and handling multiple priorities and deadlines.
- Exhibits qualities valued in a collaborative work environment characterized by a growth mindset: integrity, trustworthiness, compassion, creativity, persistence, and compassion.
- Provides a high level of customer service even in difficult situations. Maintains courtesy, sensitivity and attentiveness to the customers' needs.
- Ability to handle confidential donor information in accordance with organization policies.
- Intermediate proficiency in Microsoft Office Suite, especially Excel.
- Ability to read challenging handwriting and use all available resources to answer questions independently.

**EXPERIENCE:**

- Minimum 1 year of experience working in Raiser’s Edge or other donor CRM software required.
- Minimum 1 year of successful customer service experience or administrative support experience preferred.
- A strong desire to develop fundraising database software proficiency required.
- Working with and managing volunteers preferred.

**PHYSICAL REQUIREMENTS NECESSARY TO PERFORM THIS JOB:**

- Ability to sit at a desk and computer for extended periods of time
- Flexible schedule including occasional early mornings as required for special fundraising events.

- **Proof of COVID-19 vaccination is required for employment.** *Habitat for Humanity of Metro Denver requires employees to be fully vaccinated against COVID-19, where allowable under the law, unless they are approved for a reasonable accommodation based on disability, medical condition, or religious belief that prevents them from being vaccinated.*

#### **WORK ENVIRONMENT & CONDITIONS:**

- Hybrid work model (minimum 2 days/week at a Habitat location, with ability to work from home the other days) During the first 6-9 months of employment additional days in the office will be required to build critical interpersonal connections and strengthen the communications team's vision, strategy, and cohesiveness.
- Ability to travel to and from meetings and appointments in locations and times when public transportation is unavailable.
- A Motor Vehicle Report (MVR) will be run for insurance purposes.
- Valid driver's license and ability to be insured under the company's insurance policy is a prerequisite.

**The expected hourly starting range** for this position is: \$24.00 - \$29.00 with consideration given for applicable education and experience above the minimum requirements. **The hourly full salary range** for this position is \$23.00 - \$31.00.

**Benefits** available include medical, dental and vision insurance options; 401k savings match; paid Life Insurance and AD&D policy; Short and Long-Term Disability Insurance; Paid Time Off for vacation, sick, holidays, floating holidays, Healthy Families Workplace Act (HFWA) Leave; Parental Leave and paid time to volunteer.

**Please apply** by copying and pasting the following link in your browser:

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=20913&clientkey=9F05EDCA5A4F338D08503989FA9B94C0>

Or visit our **Careers Page:**

<https://habitatmetrodenver.org/about/careers/>



*At Habitat for Humanity of Metro Denver, we value diversity and strive to ensure that our practices and policies are equitable and inclusive. We do not tolerate harassment or discrimination of any kind. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment that is free of harassment, discrimination, or retaliation because of age (40 and older), sex, sexual orientation (including transgender status and gender identity or expression), pregnancy (including childbirth, lactation, and related medical conditions), marital status, race, national origin (including ancestry), disability, creed, religion, genetic information, HIV status, military or veteran status, or any other status protected by federal, state, or local laws. Habitat Metro Denver is dedicated to the fulfillment of this policy in all aspects of employment, including but not limited to recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, dismissal, and all other terms, conditions, and privileges of employment.*