Who You Are:
You’re someone who can create meaningful connections with people, and you are passionate about telling impactful stories. You’re comfortable “wearing many hats” as you move between emails, phone calls, and an occasional visit with a donor. People often comment how you learn new things quickly, are always up for a challenge, and stay focused to see things through to fruition! You produce high-quality work consistently and you LOVE details. 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 – something 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 44-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.

GENERAL DESCRIPTION:
In the Development Associate – Individuals role, you will work closely with the Director of Leadership Giving on the execution of annual fundraising goals for annual fund and mid-level Individual Donors. This role will work collaboratively with the entire Resource Development team to deliver high quality results.

The Associate will be responsible for donor prospecting and stewardship for a varied portfolio of mid-level Individual donors ($500-$5,000). Activities will include responding to donor inquiries, outreach to donors, support and growth of the monthly donor program, assisting with renewal mailings, and database support for compiling targeted mailing lists.

You will consistently and effectively advance Habitat Metro Denver’s mission to build homes, communities, and hope by creating relationships with Individual Donors. To be successful in this role you will be friendly, enjoy engaging with donors, a great listener, creative and able to follow-up. You operate with the highest integrity and are an innovative problem solver.

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

CORE RESPONSIBILITIES
- In partnership with Director of Leadership Giving, help execute an annual fundraising plan that includes prospect identification, cultivation, solicitation, and stewardship of individual donors.
- Implement strategies to engage a portfolio of approximately 100 existing and potential new donors who give annually between $500-$5,000 and have the capacity to increase their support.
- Collaborate with Habitat Metro Denver senior leadership, board members, volunteers, and other natural partners to build stronger relationships to move donors forward.
- Collaborate with development and marketing teams to innovate new strategies for donor solicitations and stewardship aimed to grow donor retention and engagement.
- Utilize donor database (Raiser’s Edge) to log activity with donors, and partner with database administrator to provide reporting and analysis to review progress and guide strategy.
- Provide administrative support related to Individual Donors and database management.
- Support and grow individual monthly donor program through outreach.
- Assist with renewal mailings to mid-level and major donors.
• Assist with special projects and events, as they relate to donor relations including Breakfast for Humanity, CEO Build, Sweet Treats, etc.
• Perform prospect research and update donor records as needed.

KNOWLEDGE, SKILLS & ABILITIES
• Highly collaborative team player who strives for excellence and works independently.
• Ability and desire to engage in conversations with donors via phone/email/face-to-face.
• Ability to respond accurately and thoroughly to donor inquiries.
• Resourceful and creative problem solver; partners with team members to find solutions when unanticipated issues develop.
• Flexibility with scheduling (some evening and weekend events to attend).
• Ability to adapt to change; attention to detail, with demonstrated organizational skills.
• Ability to handle confidential donor information with sensitivity, integrity, and accuracy.
• Proficiency in Microsoft Office (Word/Excel); exp. with Raiser’s Edge (preferred).
• Experience working with committees and volunteers (preferred).

EXPERIENCE
• 2-3 years’ experience in development or related field (preferred)
• Lived experience and/or structured education in public relations, communication, marketing, religious studies, or a similar field could be beneficial in this role.
• Demonstrated ability to work successfully with and respect the confidentiality of information pertaining to a wide variety of constituents including donors, board members, volunteers, and colleagues.
• Proficiency with Microsoft Office required, and Raiser’s Edge NxT preferred.

PHYSICAL REQUIREMENTS NECESSARY TO PERFORM THIS POSITION
• 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 sit at a desk and computer for extended periods of time.
• Proof of COVID-19 vaccination is currently NOT required for employment.

WORK ENVIRONMENT & CONDITIONS:
• Flexible schedule including early mornings, late nights, and weekends as required for special fundraising events as needed.
• 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.
• A valid driver’s license and ability to be insured under the company’s insurance policy is a prerequisite.
The expected starting pay range for this position is $22.50 – $24.85 / hour with consideration given for applicable education and experience above the minimum requirements.

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=30902&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.