



Job Description: Development Coordinator

Date:	August 2023
Reports to:	Director of Development
Salary and Benefits:	Habitat for Humanity of Colorado offers a competitive benefits package that includes health and dental coverage, Simple IRA matching contributions, and paid vacation and sick leave. The expected hourly pay range for this position is \$21.00 – \$24.85 with consideration given for applicable education and experience above the minimum requirements.
FLSA Status:	Non-exempt, full-time position, requiring 40 hours/week
Travel:	5%

I. Organization Description

Habitat for Humanity of Colorado (HFHC) 501(c)(3) is a non-profit corporation and an Affiliate Support Organization affiliated with Habitat for Humanity International. HFHC's purpose is to support access to affordable housing, with a focus on homeownership, by providing programs and services to Habitat Affiliates that are designed to increase their capabilities to serve more households through: advocacy; training and technical assistance; resource development and financing, and disaster preparedness and coordination. HFHC is a small, tight-knit team focused on adding value to Habitat for Humanity's mission through innovation and service. Our culture is casual, collaborative, creative, and highly team-oriented. Team members share ownership of and responsibility for all aspects of the organization's work including fundraising, public relations, training, advocacy, and administration.

II. Job Summary

The Development Coordinator is responsible for providing support to the Director of Development by managing and coordinating activities related to donor stewardship, fundraising campaigns, social media, special events, grant writing, and other development initiatives. The Development Coordinator will work closely with the Director of Development to ensure the successful execution of the HFHC Fundraising Plan. This position also helps with general office management and administrative duties.

III. Essential Duties:

- Participate in the stewardship of donors by sending thank-you letters and other correspondence as assigned
- Create fundraising materials and annual reports using Canva, Photoshop, or other design platform
- Provide support for HFHC fundraising initiatives and special events
- Coordinate and administer in-kind donation programs
- Assist in the development and execution of a statewide data collection and tracking
- Review, prepare content for, and make updates to the website based on upcoming activities and events to ensure that it is current and accurate
- Manage the monthly newsletter and social media platforms to keep affiliates and partners up to date on events and news happening across the state
- Assist with improving database accuracy by updating or removing incorrect, improperly formatted, or duplicate data
- Assist with large projects, fundraising events, and internal and external communications, as needed
- Maintain relationships with specified vendors providing products and services to HFHC
- Assist with the processing of weekly Accounts Payable/Accounts Receivable transactions
- Carry out routine administrative activities such as copying, filing, and answering inquiries
- Other tasks as assigned by supervisor

IV. Skills, Knowledge, and Abilities:

- Excellent written and verbal communication skills that allow successful interaction with all areas of the organization
- Detail-oriented, organized, and able to multi-task and prioritize
- Self-starter with the ability to ask questions as needed
- Outstanding customer service orientation
- Proficiency with Microsoft Word, Microsoft Excel, and experience with design platforms like Canva and Photoshop is preferred

V. Education, Experience, and General Requirements

- Minimum of 2 years experience working in fundraising and/or communications; nonprofit experience preferred
- Must have a valid driver's license and access to reliable transportation
- This position will require sitting at a computer for extended periods of time and the ability to type and talk on the phone.
- Must be able to lift up to 15 pounds from time to time.
- The position will primarily be located indoors at the Habitat office, a climate-controlled space with frequent personal interactions.

- The employee should be prepared to attend meetings and other events at locations other than Habitat's office location, with periodic travel; evening and weekend work may be required at times.

VII. Salary and Benefits

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Disclaimer: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Habitat for Humanity of Colorado is dedicated to the principles of equal employment opportunity and prohibits unlawful discrimination and harassment on the basis of age, race, sex, color, religion, creed, national origin or ancestry, disability, marital status, military status, genetic information, sexual orientation, gender identity/variance, or any other status protected by applicable federal, state or local law.

To apply please email a cover letter and resume to admin@habitatcolorado.org.
Please no phone calls.