Berthoud Habitat for Humanity

JOB DESCRIPTION

Job Title: Development & Community Engagement Coordinator
Reports To: Executive Director
Employment Status: Full-Time, Exempt
Salary: $60,000 per year with benefits
Location: Berthoud, Colorado
Date: 30 October 2026
Application Deadline November 15, 2026

Position Summary

Berthoud Habitat for Humanity is seeking an organized, energetic, mission-driven Development & Community Engagement Coordinator to strengthen community relationships and support the affiliate's fundraising and development efforts. This position helps connect donors, businesses, faith communities, civic groups, and residents with Habitat's mission of building homes, community, and hope.

Working closely with the Executive Director, the Coordinator will help carry out fundraising and donor stewardship activities, coordinate events, support communications and outreach, maintain donor and prospect records, and cultivate relationships that expand awareness and financial support for Berthoud Habitat. The ideal candidate is a strong communicator and relationship-builder who takes initiative, manages multiple priorities, and enjoys turning community interest into meaningful engagement and support.

Position is full-time, 40 hours a week in person, some evenings and weekends, with benefits.

Key Responsibilities

Fundraising and Development

- Support the Executive Director in implementing the affiliate's annual fundraising and development plans.
- Coordinate fundraising activities, campaigns, appeals, sponsorship outreach, and other development initiatives.
- Help identify prospective individual, business, foundation, faith-community, planned/legacy giving, and civic donors; support cultivation and follow-up.
- Prepare and coordinate donor communications, including appeals, acknowledgments, thank-you letters, impact updates, and stewardship materials.
- Support grant and sponsorship development by gathering information, coordinating materials, tracking deadlines, and maintaining records.
- Maintain accurate donor, prospect, sponsorship, and contact information in the organization's CRM.
- Track fundraising activities and help prepare reports on donor engagement, campaign progress, and results.

Community Engagement and Partnerships

- Develop and maintain relationships with local businesses, churches, civic organizations, schools, foundations, and other community partners.
- Represent Berthoud Habitat at community meetings, presentations, networking opportunities, and public events.
- Help develop outreach strategies that increase awareness of Habitat's mission, programs, impact, and opportunities for support.
- Coordinate presentations, tours, partner visits, and other opportunities for community members to connect with Habitat's work.
- Identify opportunities for collaboration, sponsorship, in-kind support, and long-term community partnerships.

Events and Communications

- Coordinate the planning and execution of fundraising and community events, including sponsorships, invitations, logistics, event materials, and follow-up.
- Support major affiliate events such as the Habitat Hoedown, donor gatherings, home dedications, ground blessings, and other mission-focused celebrations.

- Create and coordinate content for newsletters, email communications, social media, website updates, and other marketing materials in collaboration with the Executive Director.
- Collect stories, photographs, and program updates that communicate Habitat's impact while respecting privacy and obtaining appropriate permissions.
- Ensure event and communications materials reflect the affiliate's mission, voice, and visual identity.

Database, Administration, and Team Support

- Maintain organized and accurate donor records, event information, sponsorship commitments, and development files.
- Assist with development budgets, event expense tracking, donation processing records, and routine reporting as assigned.
- Provide administrative support related to fundraising, communications, and community engagement.
- Work collaboratively with affiliate staff and the ReStore team to identify stories, partnerships, and opportunities that advance organizational goals.
- Take on related duties as assigned by the Executive Director that support community engagement and development priorities.

Qualifications

The ideal candidate is committed to Habitat's mission and enjoys building relationships that bring people together to support affordable homeownership and stronger communities.

Required Skills and Experience

- Excellent written, verbal, and interpersonal communication skills.
- Strong relationship-building skills and confidence communicating with donors, business leaders, faith communities, community partners, and the public.
- Strong organizational skills, attention to detail, and the ability to manage multiple projects, deadlines, and event details.
- Ability to take initiative, work independently, solve problems, and collaborate as part of a small team.
- Professional judgment and the ability to handle donor and organizational information with discretion.
- Proficiency with Microsoft Office or similar productivity tools; ability to learn and maintain CRM and donor-management systems.
- Commitment to nonprofit service and the mission of Habitat for Humanity.

Preferred Experience

- Experience in nonprofit fundraising, donor relations, development, community engagement, marketing, communications, or event coordination.
- Experience with donor databases or CRM systems, fundraising campaigns, sponsorships, grant support, or social media.
- Experience building partnerships with businesses, churches, civic organizations, or other community groups.

Education and Experience

- A bachelor's degree in communications, marketing, nonprofit management, business, or a related field is preferred but not required.
- Two or more years of relevant experience in fundraising, donor relations, communications, events, community engagement, or a related field is preferred.
- Equivalent combinations of education, training, and experience will be considered.

Work Environment and Conditions

- Most work is performed in an office environment with regular computer and phone use.
- Local travel to meetings, events, partner organizations, and community activities may be required.
- Occasional evening or weekend work is expected for fundraising and community events.
- A valid driver's license and reliable transportation may be required.

To Apply

Email a Resume and Cover Letter to development@berthoudhabitat.org

About Berthoud Habitat for Humanity

Berthoud Habitat for Humanity brings people together to build homes, community, and hope. We believe a safe, affordable home creates opportunity and helps families build a foundation for the future.

The Development & Community Engagement Coordinator plays an important role in connecting people and organizations with Habitat's mission, growing community support, and helping secure the resources needed to build homes and strengthen the community.

Berthoud Habitat for Humanity is an equal opportunity employer and is committed to creating an inclusive workplace and serving families and community members with fairness, dignity, and respect.