

POSITION DESCRIPTION

Classification

Exempt

Reports to

Vice President of Development

Summary/Objective

This position will support, implement and manage key aspects of the annual fund campaign. Major focuses on annual giving, donor cultivation and solicitation, stewardship, direct mail and gift renewals. Additionally, this role will assist with other revenue generating programs such as corporate team builds.

Essential Functions

1. Manage annual fund Campaign and assist with Cornerstone Guild as needed
2. Manage, cultivate and steward all donors from direct mail campaigns, Giving Tuesday and volunteer giving
3. Analyze Salesforce database reports
4. Prospect research for annual fund and major gifts
5. Create templates for renewals, acknowledgements, donor proposals and other correspondence
6. Understand department financial goal, include the annual fund and campaign goals
7. Assist with gift entry, queries and reports when needed

Competencies

1. Passionate about the Habitat for Humanity mission and purpose
2. Proficient in Microsoft Office Suite
3. Proactive with time management skills
4. Ability to collaborate
5. Excellent verbal and written communication skills and comfortable with public speaking
6. Well organized and detail oriented
7. Strong critical thinking skills
8. Ability to multitask and prioritize

Supervisory Responsibility

This position has no supervisory responsibility.

Work Environment

This job operates in a professional office environment or at various event sites. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. This position may require working in various weather conditions.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position requires

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extended periods of sitting and standing. The employee must also occasionally lift and move up to 25 pounds.

Position Type/Expected Hours of Work

This is a full-time, salaried position. Office hours of operations are Monday through Friday, 9 a.m. to 5 p.m. Some early morning, nights and weekends may be required.

Travel

Travel is primarily local during the business hours and mileage is reimbursed.

Required Education and Experience

Bachelor's degree in the social sciences, social work, communications, public administration, nonprofit management or related field.

Knowledge of cloud-based databases, Salesforce is preferred

Preferred Education and Experience

Previous experience in fundraising and events

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Office Location:

4116 Silver Star Rd. Orlando, FL 32808

To Apply:

Please send resumes and cover letters to employment@habitorlandoosceola.org

All resumes will be reviewed upon receipt.

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1/18/2019