

POSITION DESCRIPTION

Classification

Non-Exempt

Reports to

Annual Fund Manager

Summary/Objective

The Development Coordinator is responsible for overseeing database management including gift and donor data entry, reporting and analysis of donations through Salesforce and Rallybound. The position is responsible for producing all tax receipts and thank you letters, as well as general administrative support and event logistics for the development department.

Essential Functions

1. Process all gifts and receipt acknowledgement including, but not limited to, credit cards, checks, cash, gift-in-kind
2. Generate and track acknowledgement and tribute letters for all gifts
3. Manage communications and membership lists of Habitat for Humanity Greater Orlando & Osceola County giving society, Cornerstone Guild, Builders Guild etc.
4. Responsible for all mailing lists; including renewals, invitations, direct mail and any other department mailings
5. Coordinate with development team to ensure accurate list management and reporting
6. Utilize Salesforce support to efficiently ensure accuracy and timely reporting to meet the needs of department
7. Support Annual Fund Manager with accurate database reporting and list management
8. Provide administrative support to development department; including, but not limited to CCTCP, letters of intent, proposals, matching gift requests, processing, pledge and payment reminder and other mailings

Competencies

1. Passionate about the Habitat for Humanity mission and purpose
2. High energy and the ability to function effectively with a minimum of daily direction and support. Can solve problems and make decisions independently in a creative and effective manner
3. Proficient in Microsoft Office Suite
4. Clear understanding of deadlines
5. Clear understanding of development goals and objectives
6. Knowledge of cloud-based databases, reporting and queries, Salesforce is preferred
7. Excellent verbal and written communication skills
8. Well organized, detail oriented, and strong critical thinking skills. This entails the ability to analyze circumstances, evaluate outcomes and makes choices in the best interest of the development department and organization
9. Ability to manage multiple projects, with competing demands, while maintaining a commitment to excellence

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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 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, hourly position. Normal office hours 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

1. High School Diploma or equivalent

Preferred Education and Experience

1. Associate Degree or higher
2. Experience in gift and donor data entry, specifically Salesforce, and administration
3. Experience in nonprofit, affordable housing or administration

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.

Habitat for Humanity Greater Orlando and Osceola County is an equal opportunity employer and seeks to employ and assign the best qualified personnel for all our positions in a manner that does not unlawfully discriminate against any person because of race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve national guard status, or any other status or characteristic protected by law.

6/5/2019