

JOB DESCRIPTION: Development Assistant

Habitat for Humanity Choptank is seeking a full-time entry level professional responsible for community outreach and private and corporate fundraising. Specifically, s/he will be expected to:

Donor Recruitment, Cultivation & Stewardship

- ✓ Draft monthly newsletter, press releases and articles and radio spots to recruit new and steward existing donors by sharing information on the mission of the organization, HFHI programs, special events, as well as highlighting homebuyer, volunteer, and ReStore success and human-interest stories.
- ✓ Regularly review website and prepare copy for review to ensure information on the site is updated as needed.
- ✓ Take photos/videos at events, home dedications, job sites, volunteer, and homebuyer events, at the ReStore etc. to enhance fundraising efforts.
- ✓ Craft client stories to build the organization's case for support and demonstrate impact in the community.
- ✓ Assist the CDO with mailing production processes for outreach activities making sure they are completed on time and on budget.
- ✓ Execute all social media and online fundraising campaigns for annual or special projects (i.e., Giving Tuesday, Mother's Day, etc.).

Special Event Support

- ✓ Support the CDO in the logistics and planning for the annual special event.
- ✓ Draft correspondence and manage mailings for sponsorship requests and auction solicitations. Participate in follow-up phone calls and face-to-face asks.
- ✓ Develop and steward relationships with event donors and sponsors.
- ✓ Prepare copy for marketing and promotional materials including but not limited to banners, t-shirts, event invitations, programs, and other event-related materials.
- ✓ Conduct an event evaluation at the conclusion of each event with the committee members and participants.

Community Engagement

- ✓ Coordinate external community events in which Habitat will participate, recruiting both staff and volunteers, always seeking to recruit and steward volunteers and donors.
- ✓ Identify and build relationships with businesses and other community organizations to identify potential volunteers and donors.

Other Development Support

- ✓ Develop and mail Carpenters Club mailings (four per year).
- ✓ Create and mail the organization's end of year direct mailing as well as the annual holiday card mailing.
- ✓ Support other direct mail campaigns assigned by the CDO.
- ✓ Assist the CDO in planning and logistics for the annual donor celebration event.

Requirements

- ✓ Must be goal-driven, results-oriented and committed to the organization's effort to expand the Habitat mission in all designated service areas.
- ✓ Bachelor's degree and 1-2 years' experience in fundraising, communication, business, or related field.
- ✓ Self-motivated individual with the ability to function both independently and as a team member.
- ✓ Excellent organizational skills, ability to multi-task when faced with competing deadlines and priorities with timely and consistent attention to detail and follow up.
- ✓ Excellent oral and written communications and interpersonal skills with the ability to manage sensitive and confidential material with integrity.
- ✓ Demonstrated ability to effectively utilize Microsoft Word, Excel, Publisher, Power Point, Constant Contact, and Canva. Experience in effectively using a constituent management system such as Charity Proud or other product desired. Use of the suite of Adobe products a plus (although not required).
- ✓ Maintain a consistent professional image through dress, actions, and relationships with others, modeling Christian principles and Habitat values.

Hours: Full time for a total of 40 hours, Monday through Friday from 8:30 – 5:00pm with a 30 minute break for lunch each day. If evening or weekend hours are necessary, time may be taken off during the week within the same time period.

Compensation: \$17/hour - \$22/hour commensurate with experience

Reports to: Chief Development Officer

Location: Trappe Office with remote work 1 day per week – transitioning to additional remote work in future.

Benefits: Medical, Dental, Vision, 401K with 4% match, Life Insurance, and generous Paid Time Off
Details available in Employee Handbook

For confidential consideration, please email resume and cover letter to: info@habitatchoptank.org.

Organization Description:

Habitat Choptank, an independent affiliate of Habitat for Humanity International, works in partnership with God and all people to transform communities and the lives of qualifying families in Dorchester and Talbot counties by building simple, decent, and affordable homes. Since 1992, the nonprofit has built over 125 homes and conducted critical repairs for over 250 homes in partnership with local working individuals and families. These homes are purchased by qualifying, low-income buyers with affordable mortgages empowering them and their families to build stability, strength, and self-reliance in their community.