



FUND DEVELOPMENT COORDINATOR

Job Title:	Fund Development Coordinator	Salary Range: \$23.00-\$27.00
Reports to:	Fund Development Manager	Job Location: Santa Rosa
Hours/Week:	40	FLSA Status: Non-Exempt
Employment Status:	Regular, At Will	Pay Basis: Semi-Monthly

Habitat for Humanity of Sonoma County is a nonprofit organization working to create affordable homes in Sonoma County, through hard work, dedication, community, volunteers and donor support, and through the pure heart and soul put in by the affiliate's staff.

Our Mission: Habitat for Humanity of Sonoma County brings people together to build homes, community and hope!

Position Summary: Working under the supervision of the Fund Development Manager, along with other staff and volunteers, the Fund Development Coordinator provides comprehensive administrative support for all development efforts, with a focus on fundraising and office support, database management and reporting, event logistics, and donor stewardship (acknowledgements, managing printed material, prep materials for donor meetings). As necessary, the Fund Development Coordinator will recruit and supervise volunteers to help with department efforts. The ideal candidate will provide vision, energy and passion for Habitat's mission, values, with integrity in all aspects of the job.

Primary Responsibilities:

Fundraising Support:

- Coordinate stewardship program, board, and leadership volunteer correspondence, and manage gift thank-you process
- Prepare donor communications, gift acknowledgements, new donor appeals
- Assist with the planning, strategy, and implementation of all development mailings
- Compile and maintain accurate mailing lists
- Prepare monthly and yearly fundraising reports (sponsors, major donors, individuals, lapsed donor, etc.)
- Provide fundraising support for board and volunteer meetings, including materials, and donor research

Marketing and Communications Support

- Update website and social media on a regular basis
- Design and produce flyers, brochures, and other in-house produced collateral material
- Create and manage Constant Contact email campaigns for donor stewardship, event invitations and community outreach

Office Support/General:

- Maintain inventory of donor communication materials and general fundraising supplies
- Monitor basic organization and maintenance of printers, supplies, documents, etc.
- Respond to general development inquiries
- Provide support when acknowledging appropriate financial and In-Kind donations with proper correspondence

Database support:

- Serve as the primary lead for managing donor database (Salesforce), including infrastructure, protocols, data entry systems, gift processing and report writing
- Identify and implement processes and improvements to ensure the integrity of the database, including troubleshooting/identifying inconsistencies and making corrections
- Work closely with the Finance Department to ensure integration of department activities
- Specific Tasks Include:
 - Gift entry
 - Build queries
 - Run reports
 - Maintain account contact/journal records

Event Support:

- Assist with coordination of campaign, donor cultivation, and other special events
- Coordinate with board and other fundraising volunteers
- Solicit In-Kind donations for various events and cultivate those relationships
- Solicit vendor discounts and In-Kind donation for various needs across all departments

Grant Coordination/Research:

- Provides administrative support to Chief Development Officer, Fund Development Manager, or contract grant writers for preparation of grant proposals and submission
- Oversee the accuracy and management of the grant tracking system
- Assists in administration of awarded grants, including preparation of required reports and other funder stewardships

Required Skills and Experience:

- Experience with Fund/Resource Development strongly preferred
- Experience with Donor database programs required, Salesforce experience strongly desired
- Excellent written and oral communications skills
- Proficient in Microsoft Office suite, and experience with Publisher, Office 365, Teams and Dropbox
- Experience with graphic design, website maintenance and print media a plus
- Experience with WordPress a plus
- Excellent interpersonal skills to establish, build, and maintain effective working relationships with colleagues, board/committee members, donors, partners, and volunteers
- Excellent organizational skills and attention to detail
- Self-motivated, ability to work independently with limited supervision, willing to handle concurrent tasks and make appropriate judgments and decisions
- Ability to maintain a high level of confidentiality
- Performs as a team player and comfortable working in an ecumenical environment and with a diverse population
- Ability to work longer hours, evenings and weekends as necessary

Physical Requirements:

Office Environment: While performing the duties of this job, the employee is required to use a computer both in the office and off-site. Use of the computer will require repetitive motion of arms, hands and fingers. It is also required to sit in meetings, requiring concentration. The employee may also be required to stand while executing activities on behalf of the organization talk and hear extensively, both in person and using the telephone and occasionally lift and move items up to 25 lbs. Specific vision abilities are required for this job including both distance and close vision.

Time Requirements:

This is a full-time, 40 hour per week position. It may be necessary to occasionally work extra hours or some evenings and weekends, as determined by supervisor.

Benefits: See personnel policy handbook

EEO: Habitat for Humanity of Sonoma County is an equal opportunity employer. Habitat for Humanity of Sonoma County strives to reflect the diverse community it serves. Applicants who contribute to this diversity are strongly encouraged to apply. *Reasonable accommodation is available for qualified individuals with disabilities, upon request.