

Fundraising and Development
Job Description
York Habitat for Humanity

Title: Fundraising and Development Coordinator

Reports To: Executive Director and Assistant Director

Job Summary: Responsible for working with the Executive Director and Assistant Directors in planning and coordinating all aspects of resource development for the affiliate. Develop and implement a marketing plan and strategy and implementation to increase the affiliate's resources including fundraising, major gifts, planned giving, sponsorship acquisition, property, and cultivating new donors and events.

Responsibilities and Duties:

Marketing: Prepare a comprehensive marketing plan to meet the long-range plan of the affiliate. Identify and pursue sources of corporate and foundation funding, gift planning approaches. Develop, cultivate, and implement major donor solicitation and gift plans. Work with volunteer committee to cultivate volunteers and donors. Golden Hammer Club and capital campaigns.

Communication: Develop materials, content and tools for raising funds, including online and printed materials, website, newsletter, brochures, campaign materials, videos, homeowner testimonials. Make presentations to church, civic, and community groups.

Fundraising Events/Activities: Work with Fundraising Committee and Volunteer Committee to participate in and support fund raising activities. Analyze current programs and fundraising activities, initiate, and generate new programs and ideas. Work on special giving and sponsorship programs such as annual campaigns, 5k, gala, etc.

Administration: Provide accurate development reports to Executive Director. Work well as a "team member" with other administrative personnel.

Qualifications: Bachelors degree and/or equivalent proven work experience with strong communications skills, including public speaking and interpersonal communication. Proficient in Word, Excel, Outlook, database, and Powerpoint. Energetic, creative, detail-oriented, and capable of managing multiple tasks. Self-starter and ability to work both independently and with other staff and volunteers. Must be comfortable working with a faith based organization.

Fulltime position; Ability to Flex hours with some evening and weekend work required. Hours expected to range from 40-45 per week. Salary.