Habitat for Humanity of Greater Newburgh

Development Assistant

Overview

The Development Assistant is a full-time position supporting the affiliate's revenue generation. Specifically this staff person plays a key role in maintaining and enhancing our donor relations. The Development Assistant will accurately process donations to ensure timely acknowledgement, tracking and reporting. The Development Assistant will create donor reports and ensure the accuracy of the donor database. This position is responsible for coordinating the *Beautiful Day in the Neighborhood* tours and supporting events. The Development Assistant will assist with other development activities as directed, including donor research. This person will work under the supervision of the Fund Development Manager and work collaboratively with all staff members.

Responsibilities

- Serve as first point of contact for donors.
- Process donations and prepare acknowledgement letters and other correspondence.
- Execute follow-up calling, mailing, and other activities related to building strong donor relationships and enhancing donor confidence in the organization.
- Maintain foundation, corporation and individual donor files.
- Manage all pledge payment reminders, and report on outstanding pledge payments.
- Prepare and produce general and donor reports, summaries; general and confidential correspondence as directed. Continually update and maintain database records.
- Conduct preliminary research on prospective corporate, foundation and individual donors.
- Coordinate and implement programs for gift acknowledgment, donor recognition and stewardship.
- Assist with the Board, committee, sub-committee meetings, fundraising events and special projects.
- Update and maintain Habitat for Humanity of Greater Newburgh's mailing lists.
- Manage donor point-of-entry events including: Beautiful Day in the Neighborhood Tours, House Dedications, and Ground Breaking Ceremonies.
- Support the submission of grant proposals and grant reports.
- Provide administrative support to the Fund Development Manager and Executive Director as needed.
- Other duties as assigned by the Fund Development Manager or Executive Director.

Skills and Experience

- Minimum 2 years of experience in an administrative position, preferably in a nonprofit development office.
- Associate degree or higher required.
- Experience with a donor or CRM database required (eTapestry preferred)
- Proficiency in computer skills (Microsoft Word, Excel, PowerPoint), experience with desktop publishing preferable.
- Excellent presentation skills and ability to express ideas verbally and in writing.
- Excellent persuasive writing skills and strong proofreading and editing skills.
- Excellent interpersonal skills.
- Results and detail oriented with ability to multi-task and juggle multiple priorities and projects.
- Strong organizational, planning, and recordkeeping skills.
- Knowledge and experience in the Hudson Valley philanthropic community helpful.

Updated 8/8/19

- Experience with Benevon Model of fundraising helpful

Work Habits

- Understands the Habitat for Humanity mission and has the desire to promote it
- Responsive to the needs of donors and donor prospects
- Values a team-oriented approach to decision making and problem solving
- Self-driven and able to work effectively with minimal supervision
- Conducts work in cooperation with volunteer committees
- Enjoys meeting new people and building relationships
- Demonstrates organizational and follow through skills
- Exhibits excellent time management and attention to detail
- Makes sound decisions and demonstrates good judgment
- Communicates effectively with people of diverse backgrounds and income levels
- Provides and receives feedback constructively
- Available and willing to work non-traditional hours, including evenings and weekends