



## Resource Development Coordinator Job Description

Part Time/20-25 hours

### OVERVIEW

The Resource Development Coordinator is responsible for developing HFHJC's fundraising efforts by developing a fundraising strategy to increase funding to further the mission of Habitat. This strategy includes fostering relationships with current and prospective donors, managing individual and corporate gifts, raising funds for builds, events and any funds deemed necessary to sustain the affiliate operation.

### RESPONSIBILITIES

#### DONOR CULTIVATION & DONOR RELATIONS

- Identifies and cultivates prospective donors increasing our donor/giving base
- Engages and nurtures current donors working to increase their giving level
- Develops and maintains donor database
- Works to diversify our donor base to include individuals, organizations, foundations, etc.
- Resurrects the More Than Houses Society and maintains the oversight of the program
- Seeks and develops innovative funding partnerships in the community
- Develops and manages donor acknowledgment letters ensuring donors receive within 2 weeks of donation
- Establishes donor recognition program
- Ensures effective administration of all donations and maintenance of donor records in compliance with HFHJC processes and systems, including tracking donor contacts and donation amount, recognizing donors through recognition/stewardship programs, maintaining accurate fund files, notifying families of memorial gifts and ensuring appropriate persons receive reports and communications such as donor statements
- Creates donor solicitation material
- Promotes donor engagement at HFHJC events
- Represents HFHJC at public events, makes presentation to donor groups, civic groups or other interested parties

#### EVENTS

- Oversees the fundraising efforts for annual house builds; currently one to two depending on board recommendation
- Oversees the fundraising efforts of HFHJC's annual events – examples: Soup Bowl & More Than Houses Breakfast, other
- Leads development committee on all fundraising activities
- Oversees all other fundraising for the organization

### ADMINISTRATIVE REPORTING AND STRATEGIZING

- Initiates, develops, implements, maintains and monitors strategic goals and objectives in a well laid out development strategic plan to support HFHJC's mission
- Looks for grant opportunities to fulfill funding needs/gaps
- Works with Executive Director to develop the following reports/strategies
  - Donor Solicitation Outreach Plan
    - Builds
    - Soup Bowl
    - MTH Breakfast
    - MTH Society
    - Year End Giving
    - Other
- Provides monthly donor solicitation report and results
- Submits annual budget to Executive Director by May 1 of fiscal year
- Oversees development budget
- Updates and maintains donor data base
- Ensures Executive Director is informed on a regular basis of progress and challenges

### INTERPERSONAL RELATIONSHIPS

- Demonstrates the mission and core values of HFHJC through daily actions
- Prioritizes, coordinates, schedules, plans and manages multiple work activities
- Exhibits leadership skills while building confidence and trust with stakeholders
- Displays strong interpersonal skills, dealing with a variety of people, personalities and backgrounds
- Communicates well both verbally and written, detail oriented
- Serves as the Habitat Development advocate in public, establishing and cultivating relationships with a diversified donor base including but not limited to individuals, organizations, foundations, vendors, contractors, etc.
- Communicates and works well with the Executive Director and Board of Directors

### SKILL SET

- Working knowledge of Microsoft Office including Word, Excel and Publisher
- Working knowledge of donor database: helpful but not required; learning opportunity
- Knowledge of Canva a plus
- Working knowledge of email communication
- Financial and administrative skills
- Donor development experience
- Strong organizational skills
- Effective communication skills, both written and verbal
- Social Media knowledge especially Facebook, Twitter & Instagram
- Excellent grammar, spelling and proofing skills
- Ability to demonstrate customer service at its highest level
- Demonstrate a passion for Habitat's mission and community service

### MISCELLANEOUS

- Other duties/tasks as assigned by Executive Director

*Habitat for Humanity of Johnson County is an Equal Opportunity Employer.*