



Habitat for Humanity®

of Wake County

Serving Wake and Johnston Counties

Development Coordinator Job Description

SUMMARY:

Reporting to the SVP, Resource Development, the Development Coordinator (DC) is responsible for general departmental administrative support and managing all aspects of The Raiser's Edge donor database. The DC provides high level Raiser's Edge support for Development, including gift entry and reconciliation and donor acknowledgement letters. This position provides key support for all Habitat Wake's corporate sponsored activities, events, and major gift programs, as well as high-level support to the SVP, Resource Development.

This is a Full Time Non-Exempt position requiring flexibility to work evening and weekend hours as needed for meetings and special events. The DC will likely spend on average at least five days per week, Monday – Friday (40 hour work week with 8 hours days).

ESSENTIAL FUNCTIONS:

Gift Processing

- Enter and reconcile all gifts to the organization;
- Produce and process all gift acknowledgement letters and receipts.

Database Management

- Analyze and revise the organization of data in The Raiser's Edge to maximize its potential;
- Write and maintain a policies and procedures manual for the use of The Raiser's Edge;
- Develop and follow a consistent data base maintenance program;
- Assist staff performing Raiser's Edge data entry which affects the financial results of the organization.

Liaison between the Development and Finance Departments

- Run monthly reports summarizing Development revenue;
- Reconcile Development revenue with reconciled bank statements;
- Reconcile pledge records; and

Reports and Evaluation

- Working with other development staff, provide financial reports related to donations and sponsorships to aid with evaluation of fundraising progress;
- Track matching gifts and pledges; and
- Maintain sponsorship agreements and pledges and track fulfillment of pledges.

Administrative Support

- Produce mailing lists for all development and marketing mailings, eCommunications and invitations;
- Schedule meetings, copy and print materials, order supplies, and prepare correspondence;
- Create and maintain files and lists;
- Take notes and support development committee meetings and activities.



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Event Support

- Provide backup support for special events such as the annual Blueprint Breakfast and donor recognition events, as well as support for corporate sponsored home builds;
- Handle event registration, correspondence, and nametags;
- Assist in ordering, transporting event supplies and setting up for events.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Raisers Edge Software
- Advanced knowledge of Microsoft Office Suite;
- Advanced spreadsheet and computing skills;
- Effective written and verbal communications and interpersonal skills;
- Knowledge of basic fundraising principles and practices;
- Demonstrated ability to adjust work pace to maximize production without loss of work quality;
- Ability to establish and maintain excellent working relationships with supervisor and HFHWC staff;
- Able to respond to unexpected opportunities or problems.

SUPERVISORY CONTROLS:

Employee is responsible for planning and carrying out assignments. Problems and deviations in assignments are handled in accordance with established policies and procedures. Individual works both independently and in a team environment and is responsible for the quality and technical accuracy of work produced. Formal reviews are held annually by the SVP, Resource Development.

GUIDELINES:

Written instructions are provided, but not limited to, the HFHWC Employee Policy and Procedure Manual; Board/Affiliate Bylaws and Policy Manual; Affiliate Articles of Incorporation, Affiliate Financial Policies and Procedures, HFHI Quality Assurance Checklist; Affiliate Covenant with HFHI; and various other relevant public/private sector sources.

COMPLEXITY:

Responsibilities involve a variety of interrelated tasks. Procedures vary based upon management requirements. Strong organizational skills, knowledge of data base function, and advanced knowledge of Microsoft Office Suite will be essential with the ability to manage multiple projects under deadlines.

SCOPE AND EFFECT:

Errors in work performance in particular regarding gift entry into Raisers Edge may damage relationships with donors resulting in potential loss of revenue and may cause errors in financial reporting.



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CONTACTS:

Individual has frequent contact with other affiliate staff, key supporters, clients, stakeholders, vendors, external private/public entities, and government agencies.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to sit for long periods of time. The employee frequently is required to stand; walk; use hands to finger and reach with hands and arms. This position requires the ability to occasionally lift office products and supplies, up to 20 pounds.

WORK ENVIRONMENT:

This job operates primarily in a professional office environment and routinely requires operating standard office equipment such as computers, phones, copier and fax machine. Occasionally works in outside conditions that can include heat, humidity, and high noise levels.

SUPERVISORY RESPONSIBILITIES

Employee will be responsible for managing the delegation of work to volunteers and/or interns to insure that deadlines and quality control standards are met for all Raiser's Edge users.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Bachelor's degree in related field
- 4- 6 years of related experience in private business or non-profit organizations; or an equivalent combination of education, training, and experience
- Advanced knowledge and experience in Blackbaud's The Raiser's Edge
- The ideal candidate will have excellent communication and public relations skills with a strong passion for the organization's mission.
- Self-motivated with the ability to work independently and as part of a team and with great energy and persistence. Experience working with diverse constituencies;
- Proven organizational skills including the ability to manage multiple tasks and projects simultaneously and produce high quality results quickly and on time;
- Critical thinking, problem solving, accuracy and attention to detail;
- Available for occasional work events on weekends and evenings.



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NOTE:

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of the position. All employees may have other duties assigned at any time.

We are an equal opportunity employer. Applications are considered for positions without regard to veteran status, uniformed service member status, race, color, religion, sex, sexual orientation, physical or mental disability, genetic information or any other category protected by applicable federal, state or local laws.

THIS COMPANY IS AN AT-WILL EMPLOYER AS ALLOWED BY APPLICABLE STATE LAW. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS APPLICATION, IF HIRED, THE COMPANY OR I MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE.

EMPLOYEE ACKNOWLEDGEMENT

I, _____, Acknowledge Review of this Job Description.
(Employee's Name – PRINT Name)

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee's Signature

Date: _____

Supervisor's Signature

Date: _____