

Black Hills Area Habitat for Humanity

Position Title: Resource Development Administrator

Reports To: Operations Manager

Cooperates Closely With: Executive Director, Controller, Grants & Communication Associate, Volunteer Engagement Associate and ReStore Manager

Black Hills Area Habitat for Humanity is a non-profit Christian ministry that seeks to put God's love into action by bringing people together to build homes, communities and hope. We partner with families to build and repair simple, decent affordable housing.

Job Type: Full time/Non-exempt

Position Summary:

The Resource Development Associate will provide day to day support to Black Hills Area Habitat for Humanity's Resource Development (RD) strategy. A successful candidate will be an effective multi-tasker, with proven skill in writing, detailed recordkeeping, relationship building and will exhibit a high level of task follow through and confidentiality.

Key Qualifications

1. Understanding and support of Black Hills Area Habitat for Humanity Mission.
2. Pleasant and encouraging attitude.
3. A team player, flexible, quick thinking and able to work under pressure.
4. Strong communication skills, both oral and written.
5. Exhibit affiliate core values of loyalty, integrity, faith, trust, and servant heart.
6. Collaborative with a positive disposition.
7. Detail oriented with ability to drive and complete tasks on schedule.
8. Tactful and persuasive verbal and written communicator.

Key Responsibilities:

Resource Development

1. Administration of resource development records, activities and committee structure
2. Monthly communication of RD metrics and opportunities for growth
3. Maintain and secure donor records
4. Lead the identification and prioritization of donor prospects through analysis of the current donor base and additional research.
5. Schedule cultivation/solicitation meetings for the Executive Director, Board and Resource Development Committee and manage the logistics of each meeting.
6. Work collaboratively with the Executive Director to develop a profile format that works best to prepare for prospect visits.
7. Collect and compile materials in support of cultivation and solicitation visits with prospects.
8. Prepare monthly updates to inform the Executive Director and Resource Development Committee members of prospects and strategies for engagement.
9. Debrief cultivation and solicitation visits with Executive Director and others involved.
10. Develop a process for communicating monthly with donors toward increased giving objectives utilizing social media, direct mail, email, with creative content including stories, photos, and video.

11. Update donor acknowledgement letter content on a monthly basis, utilizing Habitat family and volunteer stories to keep information current and engaging.
12. Maintain accurate records of donor giving in database.
13. Keep extensive records regarding prospect and donor visits, cultivation and stewardship strategies and activities, next steps, and the other biographical and gift information deemed useful in the donor database.
14. Draft annual fund appeal letters, newsletter articles and other specific appeal collateral in cooperation with the annual communication plan developed by the Communication Associate.
15. Provide monthly reports on the overall resource development effort for review and approval of the Executive Director & Resource Development Committee.
16. Review and refine annual RD plan with assistance from RD Committee for Board approval.

Donor Relationships

1. Execute a consistent and manageable donor appreciation process unique to varied giving levels.
2. Donor solicitation via phone, written communication and face to face
3. Work with Volunteer Engagement Associate to maintain current and develop new individual and corporate sponsors, through volunteer experiences.
4. Define and implement strategy to incrementally grow Builders Club.

Events – RD specific

1. Act as staff liaison to event coordinator and committees to ensure affiliate goals and processes are followed.
2. Event administrative coordination.
3. Solicit event sponsorships.
4. Update website with upcoming event details and registration process.

Other duties:

1. Attend and participate in staff and committee meetings as assigned.
2. Additional responsibilities as assigned.

Additional Requirements

Required Knowledge and Skills:

1. Minimum 1 year experience in office administration.
2. Knowledge of Microsoft Office applications including Microsoft Access.
3. Proven database management skill.

Education Requirements:

1. Minimum of Associates Degree in Business Administration or 3 years of administrative experience.

Required Physical Abilities:

1. Must be able to lift up to 15 pounds at times.
2. Occasional travel as needed (less than 10%).
3. Prolonged periods of time at a desk.

Other Requirements:

1. Must be able to pass a criminal background check.

Pay Range: \$14.00 – 19.50 per hour