

Title: Development Coordinator
Employment Status: Full Time
Department: Development & Marketing
FLSA Status: Non-exempt
Reports To: Development Director

OVERVIEW:

St. Lucie Habitat for Humanity (SLHFH) is a 501(c)3 non-profit organization and an independent affiliate of Habitat for Humanity International that serves the residents of St. Lucie County, Florida.

SLHFH seeks a dynamic Development Coordinator who demonstrates strong administrative and organizational skills, superb attention to detail and deadlines, a strong ability to track and prioritize tasks, and excellent oral and written communications. The successful candidate is motivated, energetic, and enjoys working in a fast-paced environment as a member of a growing team of professionals. The Development Coordinator provides general administrative, logistical, project management, systems, and fundraising support. By supporting business development and fundraising, the Development Coordinator ensures the smooth functioning of the Development and Marketing department through cultivating and stewarding donors and volunteers supporting SLHFH.

JOB SUMMARY:

The Development Coordinator is part of a fast-paced Development department and is responsible for providing administrative support to fundraising volunteers, and the Development Director. The Development Coordinator also participates in all fundraising activities; including donor relations, direct mailings, and special events. The ability to prioritize assignments and write correspondence from scratch with little to no input from staff or the Development Director is highly valued.

The ability to interact with donors and prospective donors may be the most important aspect of this position. Donors and volunteers are the lifeblood of SLHFH and the Development Coordinator must be diplomatic, accommodating, outgoing, and possess exceptional social skills as well as a fair amount of emotional intelligence.

This position is a fantastic entry-level opportunity for someone considering a career as a nonprofit fundraising professional.

KEY RESPONSIBILITIES

1. Administrative Support

- a. Schedule/confirm meetings, and provide meeting support for the Director of Development.
- b. Monitor and ensure responsiveness to department emails, phone calls, and other inquiries as necessary.
- c. Assist with the preparation of project documents (reports, work plans, project summaries, etc.), consulting agreements, and drafting correspondence, and other written collateral.
- d. Take meeting notes, participate in webinars and trainings, and share learnings with the team.
- e. Order and track department supplies.
- f. Write media advisories, post events to local online calendars.
- g. Assist marketing vendor with monthly e-newsletter, posting content on social channels: Facebook, YouTube, Instagram, LinkedIn, Google My Business, and engage followers.
- h. Stay current with and utilize Habitat for Humanity International branding guides
- i. Design collateral marketing pieces.
- j. Other duties as assigned.

2. Knowledge Systems

- a. Maintain and regularly update systems, resources, and tools, documenting best practices and lessons learned.
- b. Maintain DonorPerfect/CRM system (donor and contact database) including data entry, report preparation, analysis, documenting protocols and processes.
- c. Maintain funding information in CRM and reconcile periodically with SLHFH's finance staff.

- d. Collect data and maintain databases related to fundraising, metrics, and outcomes and support the development of periodic internal reports.
- e. Maintain electronic filing system (ensure good order, accessibility, and consistent naming conventions) and archive as necessary.

3. Business Development/Fundraising

- a. Assist with tracking opportunities, researching prospects, and preparing proposals and reports.
- b. Process and acknowledge gifts and pledges promptly.
- c. Track pre-and post-award funder deadlines, requirements, and reporting.
- d. Assist with fundraising appeal production including updating donor lists, editing, printing, mailing, and managing project tasks timeline.
- e. Support donor stewardship including gift acknowledgements, invitations, and feedback surveys.
- f. Help organize and staff in-person and virtual events and campaigns, including scheduling, invitations, logistics, and follow-up.
- g. Attend networking events to engage with local businesses and promote SLHFH.

REQUIRED QUALIFICATIONS:

1. Two years of relevant or transferrable professional experience.
2. Values and strives to demonstrate inclusion, diversity, equity, and access.
3. Outstanding administrative and organizational skills that reflect a customer service focus and attention to detail.
4. Familiarity with nonprofit fundraising, events, and proposal development.
5. Excellent interpersonal, oral, and written communication skills.
6. Ability to work both independently and collaboratively as a contributing team member and with people at all levels within the organization.
7. Ability to work under pressure, adapt to changes in the work environment, and manage competing demands.
8. Excellent skills in Word, Excel, Publisher, and PowerPoint, Google platforms, and data and information management systems. Experience working in DonorPerfect is a plus.
9. Flexibility, graciousness under fire, and a sense of humor.
10. Commitment to the SLHFH mission and goals.

PREFERRED QUALIFICATIONS:

1. Tech-savvy
2. Graphic design experience
3. Marketing experience
4. Experience working in DonorPerfect
5. Associate degree or higher

St. Lucie Habitat for Humanity is an equal opportunity employer and is committed to a diverse workplace. Revisions, additions, or deletions to this job description may be made at any time.

Location of position: 702 South 6th Street, Fort Pierce, FL

To apply, please submit: cover letter and resume to: Application@StLucieHabitat.org.

Salary range: \$32,000-\$36,000 commensurate with experience