



Habitat for Humanity of Greater Sacramento, Inc.
819 North 10th Street
Sacramento, CA 95811

POSITION DESCRIPTION

Position title:	Fund Development Assistant
Department:	Fund Development
Reports to:	Director of Development
Supervises:	Not Applicable
Wages:	\$14-\$20 per hour DOE
<i>(Full time position, non-exempt from overtime)</i>	

Position Overview

Perform a variety of administrative duties for the Fund Development Department and the organization as a whole. Primary focus on the management of the constituent database, donor acknowledgement, handling planning and logistics of the affiliate's event, tours and meetings as needed, assisting with the scheduling of volunteers, providing support in regards to the organization's various communications strategies, and developing relationships with current and prospective constituents.

Duties

- **Administrative Support** – support the Fund Development Department and Board of Directors with a variety of administrative tasks to allow the Director of Development (DOD) and Corporate Development & PR Officer (CDO) the time needed to cultivate current and prospective donors.
- **Culture of Philanthropy** – learn, understand and actively participate in creating a culture of philanthropy within the affiliate to help build a productive and sustainable fundraising model.
- **Blackbaud Raiser's Edge Donor Database** – manage affiliate's Blackbaud Raiser's Edge donor database:
 - **Training** - attend Blackbaud RE training & look for opportunities to constantly to grow your database skills.
 - **Resident Expert** - become the affiliate's resident Blackbaud Raisers Edge expert and trainer. Learn how to get the most from this relational database, conduct queries & manipulate the data to creatively meet the affiliate's needs & donor targeting.
 - **Data Input** – responsible for input data and contact info from HabiTour and other event attendee cards, volunteer sign-in sheets, ReStore donors, cash donations, etc.
 - **Build the Database** – proactively research, update & populate the names, telephone numbers, physical addresses & email addresses & keep the database up to date.
 - **Cultivation Team Support** - work with the Cultivation Team to input their phone call results and follow-up action as necessary.
- **Donor Acknowledgement** – daily input donations received into affiliate databases and produce and send out high quality acknowledgement letters.
- **Donor Relations** – develop relationships with potential and current constituents to generate support for the affiliate, maintain and grow affiliate monthly donor and employer matching gift campaigns.
- **Events** –plan, set-up, staff and execute affiliate events such as the Hammy Awards, Annual Gala Fundraiser, Home Dedications, VIP Home Tours, United Way/CSECC/CFC fairs, Volunteer Cultivation events, etc.
- **HabiTour Support:**
 - **HabiTour & Mini HabiTour Schedule** – manage scheduling.
 - **HabiTour Events** – help set-up and staff the bi-monthly events.
 - **Mini HabiTour Presentations** – learn, practice and execute Mini HabiTour presentations at HFHGS construction sites and for Employee Giving Campaigns (i.e. United Way).
 - **HabiTour Tools** - keep the Mini HabiTour presentation containers stocked with materials and up to date.

- **Volunteer Coordination** – responsible for the scheduling of volunteers; training, scheduling and oversight of office volunteers; conduct volunteer training presentations; support Team Build program by conducting presentations and providing lunches at the construction job sites. Coordinate these activities and develop others related to volunteer appreciation and cultivation. Work closely with Americorps Volunteer Coordinator.
- **Workplace Giving** – assist Development Department with the management and staffing of United Way, CSECC (California State Employees Charitable Campaign) and CFC (Combined Federal Campaign) fairs; coordinate our Ambassadors group of volunteers who act as a Speaker’s Bureau to staff these workplace giving events.
- **Marketing Materials** – assist with the development of collateral materials, manage the supply levels, re-ordering, neat display and storage of HFHGS sales and marketing materials.
- **Events** – assist development staff with planning and execution of all affiliate events including but not limited to, Gala, Hammy Awards Dinner, HabiTours, home dedications and 3rd party events.
- **Social Media/Website/Communications** – assist with management of affiliate’s website, social media and other communications with the public.
- **Proactive Telephone Calls** – make RSVP phone calls for key FFGCE events – Hammy Awards, VIP Home Tour, Home Dedications, Gala, appointments, etc.

Required Qualifications: Good verbal and written communications skills are required. Must have extensive experience with Microsoft Office Suite applications, be a proficient typist and experienced with database management. The candidate should have the ability to successfully manage multiple tasks in a professional manner, attend to detail and accuracy, work independently and interact effectively with other employees, volunteers and the public.

Schedule: Monday – Friday 7:30 am – 4:30 pm with flexibility depending upon work flow. Occasional evenings and weekends. May need to flex schedule beginning in July 2018 to run Tuesday – Saturday.

Desired qualifications: Prior non-profit experience is preferred. Prior experience with the Blackbaud Raiser’s Edge database is a **significant plus**. Desirable to have the ability to compose letters and thank you notes.

Physical Requirements: Physical requirements are those that are present in normal office environment conditions and infrequently may involve light to moderate lifting.

Licenses and/or Certificates: Candidates must possess a valid California driver's license and meet the State’s automobile insurability requirement.

To apply: Submit resume and cover letter to Employment@HabitatGreaterSac.org

This position description does not list all the duties of the job. You may be asked by your supervisor to perform other instructions and duties. You will be evaluated in part based upon your performance of the tasks listed in this position description. Management has the right to revise this position description at any time. Habitat for Humanity of Greater Sacramento expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Habitat for Humanity of Greater Sacramento’s employees to perform their job duties may result in discipline up to and including discharge. Habitat for Humanity of Greater Sacramento encourages Low and Very-Low Income individuals to apply. The position description is not a contract for employment, and either you or the employer may terminate employment at any time, for any reason.

PD approved by	Date	Supervisor	Date	Employee	Date	Personnel file	Date
----------------	------	------------	------	----------	------	----------------	------