



Donor Relations Coordinator

Position Summary

The Donor Relations Coordinator is responsible for planning, organizing, and directing all of Habitat for Humanity's fundraising. This includes the annual fund, major gifts program, planned giving, special events, donor stewardship, grant proposals, and capital campaigns. The Donor Relations Coordinator works closely with the Executive Director, Habitat team, the Board of Directors and Development Committee in all aspects of development and fundraising endeavors.

Reports to: Executive Director

Key Responsibilities

- Develops and executes an annual plan of work, including specific fundraising, prospect development and programmatic goals.
- Identify, cultivate, solicit and steward qualified prospects and donors.
- Participate in public speaking and outreach opportunities to share information about Habitat for Humanity of Douglas County's goals and impact in the community.
- Conduct and/or coordinate face-to-face visits and other activities with donors throughout the year.
- Meet or exceed annual revenue goals to ensure Habitat's mission is fulfilled.
- Coordinate signature special events including the Hard Hat Breakfast and donor recognition events.
- Work independently and be self-motivated in initiating contacts with potential donors.
- Routinely engage board members, Executive Director and current donors in peer-prospect identification, visits, and major gift closings.
- Compassionately articulate the Habitat story and mission.
- Identify, write and monitor grant proposals and reports. Ensure compliance in accordance with the grantor.
- Database Maintenance: Keep up-to-date CRM records on donor/prospect actions to demonstrate progress toward goals and track collaborations with others. Use CRM to prepare monthly, quarterly and annual reports. Use CRM to evaluate the effectiveness of cultivation and solicitation strategies.
- Recruits, organizes, trains and works closely with individual volunteers and committees in support of fundraising and closely related activities.
- Maintain relationships with donors through correspondence and in-person visits to ensure high donor satisfaction.
- Work with Habitat team to ensure meaningful donor recognition for individuals and organizations.

Key Requirements

- A Bachelor's Degree with minimum 3 years of experience in professional fundraising.
- CFRE preferred but not required.
- Demonstrates servant leadership, embodies the Habitat for Humanity mission, and exemplifies a collaborative, decisive, motivating and engaging communication style.
- Proven track record of fundraising success, securing major gifts, managing campaigns, and engaging a community of motivated supporters.
- Demonstrate experience in recruiting, training and managing successful activities of volunteers.
- Ability to engage Habitat team members, board members, and volunteers in donor visits, and to earn and maintain their confidence.
- Demonstrate ability to work in a team setting as a leader, participant and facilitator.
- Possess knowledge of basic business terminology, financial matters and the ethical, legal, and tax-related issues regarding the solicitation, transfer, and management of charitable gifts.
- Excellent communication skills, including the ability to write and speak clearly and effectively, to listen and capacity to engage, inspire and persuade.
- Proficient in the use of PC software, such as Microsoft Office, and CRM experience.
- Willingness and ability to travel and work evenings and weekends, as necessary.

How to Apply

Please submit as one combined document cover letter, resume, salary expectations and references via one of the following methods:

Apply by email to careers@hfhdouglascounty.org
Mail: 1211 N Nokomis NE, Alexandria, MN 56308
Fax: 320-762-1580

Application deadline: This position is open until filled. First review of applications is October 25, 2019.

All candidates must complete and pass a background check prior to employment. Competitive benefits package including health/dental insurance and paid-time off. Compensation is dependent on education and experience.

Habitat for Humanity is an Equal Opportunity Employer.