



Job Description: Resource Development Coordinator

Reports to: Habitat for Humanity of Boone County (HFHBC) Executive Director

Primary Role: This rewarding role is responsible for planning, leading, and coordinating all aspects of fund development for HFHBC. The coordinator will provide leadership and direction for all fundraising initiatives including major gifts (financial and gifts in kind), planned giving, grant writing, special events, donor mailings, and sponsorships. Key responsibilities are to be result driven; mission focused on increasing resources, support, and with a high level of oversight on revenue. This person must have an understanding of the HFHBC mission, history, values and goals of our Christian organization and be able to communicate this information to diverse groups of potential donors and volunteers.

Hours: Full time. Hours are varied and flexible. Some weekends and evenings required. Outside meetings and presentations are frequently required.

Responsibilities:

- Working in conjunction with the Executive Director to:
 - Develop annual fundraising goals
 - Engage and support the Board of Directors in fundraising activities
- Oversee, implement, and monitor the 'annual fund' process. As a part of the 'annual fund' implementation, lead and coordinate.
- Cultivate donors and oversee, develop and implement major gift donations.
- Research new opportunities/increased funding avenues for affiliate.
- Ensure strong relationships with all donors, through stewardship cultivation, solicitation and stewardship programs.
- Manage donor recognition
- Analyze and oversee donor data for accuracy and effective gift strategies.
- Oversee all grant proposals for the affiliate; includes grants submitted to foundations, national and local organizations and businesses as well as individuals.
- Provide financial oversight including cash flow and reporting for all grants awarded to HFHBC.



- Organize and work with build committees (Women Build and Community Build)
- Plans, manages, and implements annual fundraising activities with the volunteer committee
- Build relationships with current donors and prospects and makes personal visits to nurture relationships
- Help with donor mailings
- Oversee/assist all admin tasks associated with fundraising, including acquisition, solicitation, stewardship and monitoring all donor data and relationships.
- Prepare regular reports that evaluate fundraising efforts

Requirements:

- Exceptional organization, communication, and interpersonal skills
- Bachelor's Degree or equivalent work experience in fundraising, marketing, and public relations
- Enthusiasm, teamwork focused and strong customer service orientation
- Good supervisory skills

Send resumes to info@boonehabitat.org

*The above job description and statements of duties and responsibilities are intended to describe the general nature and level of the work being performed by the incumbent in this position. This is not an exhaustive list of all duties and responsibilities associated with this position. Management of Habitat for Humanity of Boone County reserves the right to amend and change responsibilities to meet organizational needs.