



**Habitat for Humanity Central Arizona
JOB DESCRIPTION**

Title: Development Assistant	Employment Status: Full Time
Department: Development	FLSA Status: Non-Exempt
Reports To: Chief Development Officer	Supervises: n/a
Pay Range: \$30,000 - \$40,000	

JOB SUMMARY:

To support the mission of Habitat for Humanity Central Arizona in the areas of, but not limited to administrative support for Fundraising, Marketing and Events.

ESSENTIAL FUNCTIONS:

Fundraising

- Work closely with the entire development staff to stay abreast of on-going projects.
- Update Raiser's Edge Database on an on-going basis to maintain current and accurate information for our Donors/Home Sponsors and handle all return mail pieces.
- Support the Data Entry Coordinator with data entry and thank-you letters.
- Provide administrative support to Habitat's Major Gift Officer for the Annual Campaign.
- Attends Build, Development and staff meeting.
- Prepares updates and distributes the build calendar each week.
- Prepare family bios, dedication invitations, dedication and wall raising agendas.
- Coordinate the ordering of Home Sponsorship signs with Habitat's Communication Coordinator.

Marketing

- Make needed copies of all marketing materials.
- Keeps the front lobby marketing display updated and full of brochures/materials.
- Prepare marketing folders for Home Sponsorship recruitment/solicitations.

Events

- Provide administrative and in-kind fundraising support for all special event planning; help with the preparation of registration and invitation materials, maintain registration/guest lists etc...
- Logistical staff support at all special events i.e. Golf Tournament & BP&BJ

Other

- Additional and other tasks assigned by the CDO and COO.

KNOWLEDGE, SKILLS, ABILITIES:

- Excellent writing and verbal communications skills.
- Ability to work 40+ hours/week; Evening and Saturday hours when needed.
- Excellent organizational skills and attention to detail a must.
- Ability to type a minimum of 35-40 words per minute.
- Ability to work independently and collaboratively
- Positive personality, attitude and professionalism.
- Knowledge of Raiser's Edge software a plus.

EDUCATION, EXPERIENCE:

- Must have previous administrative experience.
- High School graduate with some college preferred.

PHYSICAL REQUIREMENTS NECESSARY TO PERFORM THIS JOB:

- Sit at a desk or in a meeting for extended periods of time.
- Ability to lift 50 pounds.
- Able to drive to off-site locations; requires a current Arizona driver's license, a clean driving record, auto insurance (certain level of coverage is required to receive mileage reimbursement) and a trustworthy vehicle needed.

WORK ENVIRONMENT AND CONDITIONS:

- The majority of duties are performed in an office setting; performing detailed work sitting at a desk and working on the computer.
- There are also periods of being on an undeveloped or construction site which may be of uneven terrain with exposure to dirt, dust, dampness, construction debris, extreme temperatures, construction noises, fumes and odors from construction materials.

TOOLS AND EQUIPMENT USED:

- Employee must be proficient in or able to use or learn to use office equipment such as computer, printer, phone, copiers, calculator, fax machine and other communication vehicles.