JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Title: Development Associate</th>
<th>Employment Status: Full Time</th>
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<tbody>
<tr>
<td><strong>Department:</strong> Resource Development</td>
<td><strong>FLSA Status:</strong> Non-Exempt</td>
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<tr>
<td><strong>Reports to:</strong> Director of Sponsorships</td>
<td><strong>Supervises:</strong> N/A</td>
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**GENERAL JOB DESCRIPTION:** Habitat Metro Denver seeks to hire a dynamic, innovative and goal-oriented Development Associate to join our Resource Development team of fundraisers and relationship builders. Reporting to the Director of Sponsorships, the Development Associate supports the efforts and initiatives of the corporate sponsorship team to reach their annual fundraising goals. Motivated by the opportunity to gain exposure in fundraising for a highly regarded non-profit, the Development Associate will manage a small portfolio of funder relationships.

The following reflects the organization’s definition of essential functions for the job but does not restrict the tasks that may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

**CORE RESPONSIBILITIES:** include but are not limited to the following:

**Donor Relations**
- In partnership with Director of Sponsorships, help execute an annual corporate fundraising plan that includes donor identification, cultivation, stewardship and solicitation.
- Implement strategies to maintain and grow a portfolio of 150 entry-level Corporate Donors ($2,500 - $5,000) to include fielding inquiries, prospecting, follow-up and benefits fulfillment.
- Respond to all corporate team-building inquiries, prepare proposals and do outreach/follow-up.
- Provide support for cultivation and stewardship events that engage corporate donors including volunteer and engagement fairs, Adopt-a-Day sponsor kickoffs, visit sponsors on the construction site, Corporate Sponsor Recognition event.
- Support and grow the monthly donor program, assist with mailings, and field all incoming donor inquiries.

**Database Support**
- Manage and track sponsorship benefit fulfillment for all corporate donors.
- Utilize donor database (Raiser’s Edge) to log activity with donors.
- Perform administrative functions related to the database – gift entry, donor pledges, etc.

**Administrative Support**
- Assist with mailings to major donors.
- Assist with fundraising administrative support and prospect research when needed.
- Other duties as assigned
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• Demonstrate energy and passion for Habitat’s mission, values and integrity in all aspects of the job.

This employee will have exceptional written and verbal communications skills, the ability to multi-task and manage competing priorities as well as strong organizational skills.

ATTRIBUTES:
• Teamwork – has always embraced being part of a team and collaborating with colleagues, including leadership and volunteers.
• Learning - loves to learn new things and is always open to feedback, considering another’s opinion, and trying something new.
• Action-Oriented & Strategic – knows how to get things done, and is methodical about strategizing/planning, preparing, executing, and following-up.
• Persistence – clearly works toward goals despite roadblocks and rejections and is ready to try a new strategy.
• Relationships – thrives on cultivating relationship and isn’t afraid of possible rejection.

REQUIREMENTS:
• Prefer 1-2 years increasing responsibility and proven success in development or a related role
• Engaging, persuasive and persistent communicator (oral and written)
• Highly collaborative in approach; possess energy, professionalism, motivation to work independently and proactively, and a drive to achieve goals
• Demonstrated ability to carry-out comprehensive fundraising plan set forth by the Organization with the ability to work with professional and volunteer leadership
• Ability to successfully manage multiple projects simultaneously
• Familiarity with Microsoft Office suite and Raiser’s Edge software (or equivalent fundraising database)
• Passion for Habitat’s mission and goals to build a world where everyone has a decent place to call home.
• Experience as an AmeriCorps, Peace Corps or other national service a plus

PHYSICAL REQUIREMENTS NECESSARY TO PERFORM THIS JOB:
This position will require sitting at a desk for most of the day and the ability to type. Throughout the day, employee will move around the office building to perform various tasks and access files. This position requires that the individual be on the telephone and at a computer for extended periods of time. Must be able to lift up to 15 pounds from time to time.

WORK ENVIRONMENT AND CONDITIONS:
This position is mostly indoors at the Habitat office. For this position, a portion of the job responsibilities may be accomplished remotely. The employee should be prepared to attend meetings and other events at locations other than Habitat’s primary office location; evening and weekend work is required.

OTHER REQUIREMENTS:
• Ability to traverse a construction site to meet with donors and volunteer groups
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- Must possess a valid Colorado driver license and maintain a driving record in accordance with the Employee Handbook;
- Ability to travel to and from meetings and appointments in locations and times when public transportation is unavailable;
- Valid driver’s license and MVR

**Starting hourly pay range:** $18.99 - $20.92 Compensation commensurate with applicable experience and education.

**Benefits** available include medical, dental and vision insurance options; 401k savings match; Paid Time Off for vacation, sick, holidays, floating holidays, Healthy Families Workplace Act (HFWA) Leave; Parental Leave and paid time to volunteer.

*Habitat for Humanity of Metro Denver is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status.*