



**Our Vision:** At Habitat for Humanity Seminole-Apopka, we believe in a world where everyone has a decent place to live.

**Our Mission:** Seeking to put God’s love into action, Habitat for Humanity brings people together to build homes, communities, and hope.

**About:** Habitat for Humanity is a nonprofit organization that builds houses around the world for people in need of a decent and affordable place to live. Locally, we’ve been partnering for 30 years with families seeking adequate housing in Seminole County and Greater Apopka.

**Job Title:** Development Specialist

**Department:** Philanthropy

**Reports to:** Chief Development Officer

**Employment Status:** Fulltime – Exempt

**Date:** March 2022

**Introduction:**

The Development Specialist, a member of our Philanthropy Team, will report to the Chief Development Officer, supporting the organization's planning and execution to expand philanthropic support.

**Responsibilities and Duties:**

- Assist with the production and implementation of appeal campaigns and other fundraising communications and strategies.
- Responsible for the organization, management, and integrity of all donor and gift data via the donor database.
- Overseeing all data entry to ensure timely and accurate processing and acknowledgments of a gift received.
- Assist in managing Habitat for Humanity Seminole-Apopka website.
- Responsible for recording donations (including monetary, pledges and in-kind) on an ongoing basis in the donor database and generate acknowledgments, thank you letters, and year-end tax statements based on Stewardship Policy.
- Reconcile with accounting department monthly.
- Create quarterly e-newsletter, direct mail campaigns and eblast in accordance with communication plan.

**Skill Requirements:**

- strong ability to work with individuals of diverse backgrounds and age
- Strong communication skills (verbal, written and presentation)
- Ability and willingness to interact professionally with employees, board members, clients, and the community
- Strong ability to work independently
- Ability to handle stressful situations in a reasonable, calm manner
- A belief and passion for creating affordable housing in our community
- Graphic design skills desired
- Knowledge of social media tools: Facebook, Twitter, Knowledge of website management
- Attention to detail, project management skills, and being highly organized a must
- Ability to prioritize, multi-task and follow through with minimal direction
- Interest and desire to learn how to become an impactful development professional
- Demonstrated hands-on experience and proficiency with computer applications including MS Office Suite: Outlook, Word, Excel. Comfortable with computer applications and web-based applications

**Required Education & Training**

- High School Diploma or Equivalent, some college, or college degree preferred
- Demonstrated knowledge of nonprofit fundraising
- At least one - two years' experience working for nonprofit organization (paid or unpaid)

**Language Skills**

*High Skill* – Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the public.

**Mathematical Skills**

*Intermediate Skill*-Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**Reasoning Ability**

*High Skill*-Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Customer Service**

Preceding job responsibilities or title, all employees of the Habitat Seminole-Apopka affiliate have a vital role in stewardship of all volunteers. Everyone has a role in creating a positive workplace, while creating a fun and meaningful experience for volunteers. We honor the time, talent, and treasure of each contributor. Every volunteer is an extension of our workforce team, and together we build strength, stability, and self-reliance through shelter.

All duties are performed with excellence with particular attention to customer service both internal and external. Internally customer service includes co-workers, homebuyers, Board of Directors, and volunteers. Externally customer service includes phone inquiries, shoppers, and donors. Each individual we have a connection to is a potential donor or volunteer and can be presented with engagement opportunities such as store donations, monetary gifts, and volunteer time.

Habitat is an Equal Opportunity Employer and a Drug Free Workplace.

Reference checks, criminal background checks, and drug testing will be conducted prior to the start of employment.

**Disclaimer**

The above is intended to describe the general content of and requirements or the performance of this job. It is not to be construed as an exhaustive statement of essential functions, responsibilities, or requirements.

Required drug screening and background check, this position does NOT require periodic random re-screening in accordance with our drug free, vehicle and HR policies.