



Job Description: Development Coordinator

Hours: 10-15 hours per week (variable based on grant deadlines, events, etc.)

Responsibilities: The Development Coordinator will guide Habitat for Humanity of Tompkins and Cortland Counties' fundraising efforts by identifying and applying for grant funding, cultivating donor prospects, supporting the Executive Director and Board of Directors in their resource development efforts and managing donor relations. The Development Coordinator reports to the Executive Director.

Primary Duties:

- **Grants:** Identify grant opportunities; Complete and submit grant applications to local, regional and state funders and foundations; Manage grant compliance and reporting
- **Database:** Continually update and correct database records; Produce fundraising and other database reports as needed; Maintain foundation, corporate and individual donor profiles; Input all cash and in-kind donations
- **Donation Recognition and Donor Support:** Process donations and prepare acknowledgement letters and other correspondence; Send appropriate documentation for tax recognition; Answer donor questions regarding tax deductions
- Conduct research on prospective donors, including corporations, foundations and individuals
- Coordinate production of spring and year-end fundraising appeals
- Provide leadership for the Board R&D (Resource & Development) Committee; compile meeting agendas and minutes, etc.
- Provide support for fundraising events
- Assist with social media, press releases, and media relations
- Create a fundraising strategy with the Executive Director and R&D Committee and collaborate on the achievement of fundraising goals
- Other duties as assigned by the Executive Director

Preferred Qualifications: A successful candidate will be highly organized and able to work independently; have proficiency in Microsoft Word, Excel and Outlook; excellent verbal and written communication skills; experience with grant writing and donor relations; knowledge of managing a donor database (experience with eTapestry, is a plus). A commitment to Habitat's mission is also necessary for success in this position.

Contact **Shannon MacCarrick** at (607) 844-3529 or shannon@tchabitat.com with questions. Interested candidates should submit a resume to Shannon, via email, by **Friday, November 10th**.