



Job Title: Development Associate – Volunteer Department
Department: Development/Community Engagement
Supervisor: Volunteer Services and Special Events Manager
Direct Reports: None
FLSA Status: Non-Exempt
Approval Date: September 29, 2023
Pay Range: \$18.27 - \$19.23 per hour (\$38,000 - \$40,000 annualized salary) plus full benefit package.
Schedule: Monday – Friday; 8AM – 4PM with the flexibility for after hour and weekends as needed

ORGANIZATION OVERVIEW:

Founded in 1981, Pensacola Habitat for Humanity is a non-profit, non-denominational, Christian ministry whose purpose is to improve communities through sustainable partnerships. Having built and renovated more than 1,600 homes, Pensacola Habitat seeks new and innovative ways to positively impact the community through various meaningful projects, including our Home Buyer and Community Development programs. Pensacola Habitat for Humanity offers unique financing opportunities to qualified applicants to provide affordable homeownership in Escambia and Santa Rosa counties. We are also the ONLY Habitat for Humanity affiliate who is also a NeighborWorks Charter Member. Pensacola Habitat is an affiliate of Habitat for Humanity International and follows HFHI’s non-proselytizing policy.

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

Our vision: A world where everyone has a decent place to live.

GENERAL DESCRIPTION:

The Development Associate will be responsible for developing and promoting Board approved programs, relationships, and events in Escambia and Santa Rosa counties that have long-term positive results for the mission of Pensacola Habitat for Humanity. This role is responsible for developing, implementing, tracking, and reporting the success of approved events and fundraising campaigns. The Development Associate is also responsible for retaining donor relations and forming new relationships in the community to benefit the brand and programs of Pensacola Habitat for Humanity. The Development Associate reports to the Volunteer Services and Special Events Manager and will also work closely with committees where development opportunities exist. The qualified candidate must have great attention to detail, a strong work ethic and exercise strict self-discipline and dedication to operating ethically and professionally.

CORE RESPONSIBILITIES:

- Works 40 hours each week and can work a flexible schedule to accommodate meetings and events as needed.
- Contribute to the development and implementation of a written five-year development plan for raising funds for all sectors, i.e., cash donations, campaigns, planned giving, in-kind gifts, annual sponsorships, and event sponsorships.
- Ensure timely recording, acknowledgements, and thank you notes for all donations.
- Grow monthly giving program (Square Foot Club).
- Work closely with Communications Team on consistent donor communication, cultivation, solicitation, and annual giving campaign.
- Maintain appropriate records of contacts and potential contacts, update and utilize database as needed.
- Initiate, cultivate, and manage external relationships with individuals and organizations in all sectors including but not limited to individual donors and local foundations, civic organization, faith-based communities, corporate, not-for-profit, and governmental representatives for the purpose of securing financial support and other specific resources to benefit Habitat’s mission.

- Develop and promote multiple donor and volunteer relationship building events, ranging from breakfast gatherings to happy hour events. Provide onsite participation at scheduled events.
- Cultivate and secure event sponsorships.
- Make appearances at community events and markets throughout the year to promote PHFH and current campaigns. Ex. Gallery Night, Palafox Market, other organization's fairs/events.
- Work with your management team on other tasks as assigned.

KNOWLEDGE, SKILLS, ABILITIES:

- Organization and planning.
- Detail oriented.
- Data entry.
- Excellent computer skills with Office Suites and database management.
- Excellent verbal and written communication skills.
- Self-starter.
- Problem solving.
- Valid Florida Driver's License.
- Must be able to work independently and prioritize multiple responsibilities.
- Ability to work respectfully, courteously and with a positive attitude when dealing with volunteers, staff, residents and community partners and donors.

EDUCATION, EXPERIENCE:

- Associate degree preferred.
- Two years relative experience with fundraising preferred.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:

This position is primarily performed in an office setting and may require sitting for long periods of time. On occasion, this employee may work offsite and perform other tasks that may require repetitive lifting of up to 30lbs when setting up events and necessary props or furniture.

This position requires a valid state driver's license, safe driving record, reliable transportation, and insurability through our vehicle insurance carrier.

Please note that this job description reflects the essential functions for this role but is not designed to be comprehensive and does not restrict the tasks that may be assigned. Duties, responsibilities, and activities may change at any time with or without notice. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

BENEFITS

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| • Healthcare | • Cancer Policy |
| • Dental | • 403(b) |
| • Vision | • Monthly Wellness Benefit |
| • Short/Long Term Disability | • Paid Time Off |
| • Life Insurance | • Holiday Pay |
| • Accident Policy | |

Pensacola Habitat for Humanity provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, or service in the military. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.