



**McMinnville Area Habitat for Humanity
Development Coordinator
Position Description**

POSITION: Development Coordinator
REPORTS TO: Executive Director
COORDINATES WITH: Resource Development Committee (RDC), Staff, Board, and Volunteers

OVERVIEW

The Development Coordinator will be a key individual in structuring and implementing all fundraising and development programs and initiatives.

The Coordinator will work closely with the Executive Director, Board members, staff, and volunteers to secure financial resources for MacHabitat.

The Coordinator will be involved in all aspects of the execution of meeting fundraising milestones.

RESPONSIBILITIES

1. Work with Executive Director to:
 - a. Create, review, oversee and implement all development programs and fundraising activities
 - b. Create and implement a long-range comprehensive development plan for MacHabitat
 - c. Identify, cultivate, solicit and provide stewardship for MacHabitat donors
 - d. Manage fundraising communications and direct mail
 - e. Develop and manage special fundraising events
2. Provide staff support at RDC meetings and prepare meeting agendas, notes and minutes
3. Maintain comprehensive fundraising records, including gift acknowledgements and the major prospect list
4. Assist in preparation of fundraising materials and grant applications
5. Other duties as assigned

REQUIRED QUALIFICATIONS

1. Bachelor's degree
2. Minimum of two years fund raising experience
3. Demonstrated knowledge of and experience with non-profit donor recruitment and retention, fundraising, marketing, event planning and grant writing
4. Proficiency with Microsoft Office
5. Adept with social media, current communications and fundraising methods
6. Superior written communications and public speaking skills
7. Strong organizational, analytical and problem-solving skills
8. Ability to pass a drug and background check
9. Ability to work with diverse people, organizations and situations in a professional manner
10. Valid driver's license and access to a vehicle



PREFERRED QUALIFICATIONS

1. Experience and/or familiarity with the McMinnville or Yamhill County community
2. Proficiency in Adobe Creative Suite
3. Experience with gift acknowledgement and donor database systems (DonorPerfect preferred)