



Title: Development Coordinator

Reports to: Development Director

Full Time (40 hours)

Position Overview:

The Development Coordinator (DC)'s job responsibilities are classified in three distinct areas: Fundraising & Development, Grant writing and administration, and Communications.

Job Tasks and Responsibilities

Fundraising & Development:

- Responsible for processing and management of constituent data to promote solicitation, acknowledgment and stewardship activities.
- Record and manage accurate, confidential and up-to-date constituent records and financial transactions. Serve as the database manager for the contact management database.
- Oversee direct mail campaigns for the organization.
- Orchestrating, cultivating and growing the Annual Dinner & Auction including working with a planning committee and other volunteers, securing gifts-in-kind and sponsorships, creating, following and reporting on an event budget as well as overseeing all aspects of the planning and execution of the event.
- Work closely with Development Director to plan and organize development cultivation events for major donors and potential sponsors.
- Assist Development Director in overseeing special development projects including but not limited to the Women Build and Youth United programming.
- DC is responsible for other events held by outside groups such as Alternative Christmas fairs and other fundraising events.
- Work along side Development Director and Executive Director (ED) to establish, add to and update the annual development plan, including budgets for major events and will work to meet the goals of this plan.
- Serve as Faith Relations coordinator, re-invigorate the Faith Relations Committee, attend faith related events and speaking engagements. Increase the number of churches and faith organizations that participate as volunteers and donors.

Grant Writing & Administration:

- The DC will research, write, review and edit all affiliate grant proposals (excluding government funding). This responsibility includes conducting basic research for potential funding sources with an emphasis on private foundations as well as maintaining current and past grant opportunities.
- Maintains annual grant cycles and works collaboratively with Development Director to strategize and take advantage of grant possibilities.
- Works closely with MHH staff across departments to develop and transform ideas into grant proposals. Apply comprehensive knowledge of particular areas involved in identifying and soliciting grants for organizational needs.
- Ability to coordinate project activities including but not limited to preparing and processing letters or additional correspondence, presentation materials, grant compliance reporting requirements, funding opportunity databases, activity tracking systems and related confidential files.

Communications:

- Oversee the publication and distribution of the monthly electronic newsletter, tri-annual printed newsletters and yearly Annual Report
- Assist in updating website
- Oversee all organizations communication materials
- Serve as main point of contact for design interns

Additional Duties

- Regularly check & return MHH emails and phone messages in a timely manner
- Provide quality 'customer' service to all MHH partner families, volunteers and other visitors
- Participate in Annual MHH Staff Planning Retreat (TBA)
- Attend MHH events when able
- Be present and prepared at regular MHH Staff and Department meetings as well as other special meetings when applicable
- Collaborate with supervisor to participate in annual staff review process

Minimum Qualifications:

- Educational achievement, with a bachelor's degree or higher strongly preferred
- Prior experience in fund development
- Prior events coordination experience (at least two years)
- Prior grant writing and reporting experience (at least two years)
- Outstanding oral, written, and interpersonal communication skills
- Attention to detail and ability to maintain accurate records
- Ability to maintain confidentiality
- Ability to flexibly work irregular daytime, evening and weekend hours as events and deadlines dictate
- Ability to meet deadlines
- Knowledge of Microsoft office software, database management, basic design programs and website development interfaces, (specific training on our technology provided)
- Excellent customer service skills
- Experience and comfort working in diverse environments with people from diverse backgrounds
- Ability to work along and in small or large groups with minimal supervision

Other Information:

MHH is an equal opportunities employer and service provider and does not discriminate against individuals because of protected class status. People of all genders, colors, sexual orientations, ages and other identities are encouraged to apply.

Milwaukee Habitat for Humanity is a nonprofit homeownership ministry building simple, decent, affordable housing in partnership with people in need.

Milwaukee Habitat for Humanity office hours and location are M-F 8am – 4pm at 3726 N. Booth Street, Milwaukee WI 53212. Visit www.milwaukeehabitat.org for additional organizational & program information.

Compensation and Benefits:

- In exchange for 40 hours of high-quality work per week the SEC will receive a salary according to relevant professional experience
- Health insurance
- 403 (b) plan will be available to SEC
- Paid holidays, vacation and sick time will also be provided

To apply send resume and writing sample to jobs@milwaukeehabitat.org. NO CALLS PLEASE