



Development Associate

Scope of Responsibilities

The Development Associate is essential to the day-to-day operations of the Resource Development Department. The main areas of responsibility include database entry and maintenance, donor services, event coordination and departmental administrative tasks. Significant time will be devoted to data management and processing. The Development Associate will also have opportunities to contribute to donor communications (including social media and appeals), develop relationships with donors, partners and vendors, and be involved in other departmental activities.

The successful candidate will demonstrate the following core competencies:

- Exceptional attention to detail, as well as an organized and methodical approach to work
- Strong analytical abilities and commitment to problem-solving
- High degree of confidentiality concerning information relating to donor records
- Good communication skills
- Ability to work collaboratively to meet departmental goals
- Desire to learn about and advance Development services and operations

The following experience is strongly preferred:

- Familiarity with donor management software or comparable data entry experience
- Proposal writing and familiarity with social media
- Bachelor's degree or equivalent professional experience (2-3 years)

This position is full-time and reports to the Resource Development Director. Habitat Bucks is pleased to offer a competitive health and dental benefits package, and 401K plan. Salary range is mid to high \$30,000s.

Interested applicants must submit resume, cover letter, and salary requirements to Candace Clarke, Resource Development Director, at c.clarke@habitatbucks.org. Applications will be accepted until the position is filled.