

### *Development Associate*

Pensacola Habitat for Humanity

Full time, non-exempt (minimum of 40hrs/wk)

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. The individual will work closely with donors and grant makers to secure donations and recruit long-term stakeholders, as well as manage relationships with current donor base. The Development Associate reports to the Director of Resource Development, and will also work closely with committees where development opportunities exist.

The Development Associate's responsibilities include the following:

1. Contribute to the development and implementation of a written five year development plan for raising funds for all sectors; i.e. cash donations, campaigns, foundations, planned giving, grants, in-kind gifts, house sponsorships and special events.
2. Manage major fundraising programs including but not limited to Annual Appeal and grant writing and management.
3. Research and identify fundraising resources available to PHFH and secure resources to enhance or fulfill programs to their potential beneficial capacities, i.e. grants, foundations, civic organization involvement.
4. Ensure timely recording and acknowledgement for all donations;
5. Maintain appropriate records of contacts and potential contacts, update and utilize database;
6. Maintain donor recognition programs and installations as needed to keep timely;
7. Initiate, cultivate, and manage external relationships with individuals and organizations in all sectors including but not limited to individual donors and foundations, civic organizations, faith-based communities, corporate, not-for-profit, and governmental representatives for the purpose of securing financial and in-kind support and other resources to benefit Habitat's mission;
8. Develop and promote multiple donor and volunteer relationship building events, ranging from breakfast gatherings to happy hour events. Provide on-site participation at scheduled events;
9. Organize and operationalize annually scheduled 'special home build' events to include Women Build and Interfaith Build;
10. Assist department manager with annual departmental budgeting process.

### Qualifications & Experience

1. Bachelor's degree required. Degree in communications, nonprofit management, marketing, business administration, or related degree preferred.
2. Two years of demonstrated success in nonprofit development and/or grant writing.

3. Must exhibit clarity and exceptional ability in both verbal and written communication.
4. Must demonstrate capabilities in standard office computer applications and have the ability to learn organization specific applications.
5. Must be able to work independently and prioritize multiple responsibilities.
6. Must be comfortable working as a member of an interdisciplinary team.

Resumes and cover letters must be sent to [info@pensacolahabitat.org](mailto:info@pensacolahabitat.org). No phone calls, please.