



www.sandiegohabitat.org

JOB OPPORTUNITY

Annual Fund Specialist

Full-time – Non-Exempt/Hourly

San Diego Habitat is a great place to work – our team and work environments are the best; great pay and benefits, and we work for an outstanding mission!

BENEFITS: This position is full-time with benefits that include paid time off, holidays, medical, dental and vision, retirement match, life insurance, long-term disability, Flex Savings Accounts and employee assistance program.

MISSION | What We Do: San Diego Habitat for Humanity brings people together to build homes, communities, and hope. Habitat was founded on the conviction that every man, woman and child should have a stable, and affordable home.

Habitat works with communities to revitalize neighborhoods and build and repair houses for affordable homeownership throughout San Diego County supported by fundraising, in-kind materials, corporate partnerships and volunteer labor.

JOB SUMMARY:

The Annual Fund Specialist is responsible for the cultivation and long-term stewardship of San Diego Habitat for Humanity's individual donors up to the \$2,500 level, and assisting with creation and design of fundraising, cultivation, and stewardship events. This position represents San Diego Habitat in the community and beyond, and is responsible for not only meeting individual fundraising goals, but contributing to the overall goals of the Development Team.

Essential duties include but are not limited to:

Resource Development

- Manage fundraising and stewardship for all individual donors up to \$2,500 including:
 - Direct solicitation campaigns (currently 4x annually) including mail and online channels
 - Car donation program in partnership with Habitat for Humanity International
 - Monthly/recurring donations
 - Employee giving
 - Other online & social media fundraising initiatives (birthday fundraising, AmazonSmile, etc.)
- Manage donor pipeline initiatives to grow revenue such as list acquisition, shopper and volunteer donor conversion, and prospect research with a focus on moving donors as appropriate into the major gift pipeline.
- Manage relationships and steward donors and peer-to-peer fundraisers for all San Diego Habitat special events.
- Provide exemplary customer service including prompt return of phone calls and timely acknowledgement of donations. Build and maintain strong relationships and instill best practices internally.

- Ensure compliance with donor intent.
- Manage the tracking and analysis of constituent data, relationship activity (solicitation calls, visits and contributions), and donations in the Raiser's Edge donor database and conduct advanced queries and exports for donor lists and research.
- Assist management in the creation and implementation of the budget, resource development plan, staff goals and objectives for annual fund contributions.

Personnel Supervision

- Supervise interns and/or volunteers for assignments as needed including, but not limited to: RE data entry and prospect research.

Training

- Provide overview of annual fund procedures for new and existing team members as needed to make certain all departments are aware of needs, strategies, and processes.
- Train team members, interns and/or volunteers for assignments as needed.

Administration

- Work with management to provide accurate information during the budget and audit process.
- Complete expense reports and mileage logs in a timely and accurate manner.

QUALIFICATIONS:

- 3 to 5 years of progressive fundraising experience or customer service management experience in the building or design industry, real estate development, or with a nonprofit organization
- Ability to successfully perform the essential responsibilities of the position
- Management experience of volunteer team members
- Proficient in Windows based CRM (database) software, Microsoft Office Suite
- Ability to work collaboratively with colleagues throughout the organization

REQUIRED SKILLS/KNOWLEDGE/ABILITIES:

- Ability to self-motivate, strategize, and close a solicitation
- Ability to demonstrate a high level of ethics, integrity, diplomacy and initiative
- Strong commitment to nonprofit service with an interest in advancing the critical call for affordable housing in San Diego County
- Proven personal and written communication skills including the ability to express ideas clearly and effectively along with demonstrated presentation and public speaking skills
- Must have exceptional, authentic and professional interpersonal skills for interaction with funders at all levels, and an interest in networking
- Must be able to appropriately communicate with all internal and external stakeholders and maintain a professional demeanor at all times
- Solid planning and organizational skills with attention to detail
- Knowledge of or willingness to learn basic construction tools, materials and process
- Ability to work in a fast-paced environment and manage competing priorities and tasks, while maintaining positive regard for others
- Demonstrate good judgment, tact, and acceptance of differing points of view, cultures, life experiences and beliefs, and socio-economic backgrounds

EDUCATION:

- Combination of professional work experience and results, skill and/or education

LANGUAGE SKILLS:

- Ability to read, write, and speak English fluently

PHYSICAL REQUIREMENTS:

- Ability to continuously stand or walk
- Ability to bend, reach, climb stairs and lift frequently
- Ability to lift up to 25 pounds occasionally
- Ability to occasionally stand for sustained periods of time
- Ability to sit a desk for a sustained period of time
- Ability to verbally communicate clearly in-person and on the telephone
- Ability to type using a computer keyboard and visual acuity to view a computer monitor

WORK ENVIRONMENT:

- Likely hybrid schedule of 'work from home' and work at Kearny Mesa business office
- Non-smoking, professional office environment
- Fast paced and open office working environment with multi-level distractions
- Average 40-hour work week – occasional work beyond regular work schedule is expected

SPECIAL CONDITIONS:

- Must be able to pass background check (*In accordance with state and county law: convictions do not necessarily rule out employment, it depends on the nature and severity of the conviction and is evaluated on a case by case basis, check is conducted on last 7 years only.*)
- Valid California Driver's License and good driving record preferred
- Ability to drive and travel in the San Diego region
- Ability to occasionally work early mornings, evenings, and weekends as necessary

To apply, please send the following to jobs@sandiegohabitat.org:

Subject Line: “**Annual Fund Specialist**”

- **Cover Letter and Resume**
- **Salary Requirements**

Join a team that works hard, cares about each other and enjoys the positive impact our work makes in San Diego!

Benefits include paid time off, holidays, retirement match, medical, dental, vision & life insurance, Flex Savings Accounts, employee assistance program.

San Diego Habitat for Humanity is an equal opportunity employer. San Diego Habitat strives to reflect the diverse community it serves. Applicants who contribute to this diversity are strongly encouraged to apply. Reasonable accommodation is available for qualified individuals with disabilities, upon request.