



Job Position Description Summary

Job Title: Grant Writer and Donor Relations Coordinator

Employment Type: Full-time

Reports To: Director of Engagement and Marketing

Organization Summary

Habitat for Humanity of Northern Virginia's (Habitat NOVA) is a proven, stellar leader in ensuring affordable home ownership for low to moderate-income families and individuals living in Northern Virginia. Habitat homeowners secure a no-interest mortgage to purchase their home, while the organization secures corporate sponsorship, in-kind donations, and volunteer labor to make the home affordable. Founded in 1900, Habitat NOVA has built or rehabilitated more than 95 homes and improved the lives of hundreds of people. We build homes in partnership with individuals, corporations, associations, faith-based organizations, and other community groups—totaling almost 200 volunteers per month—on our construction sites.

As a local, self-sustaining affiliate of Habitat for Humanity International, Habitat NOVA serves the counties of Fairfax and Arlington and the Cities of Falls Church, Fairfax and Alexandria. More information is available at www.habitatnova.org and on our [Facebook](#) and [Twitter](#) pages.

Position Summary

As an integral part of Habitat NOVA's engagement and marketing team, the ideal candidate will be an excellent writer, organized, and driven with a proven ability to develop strong foundation and corporate and individual donor relationships.

He/She will have four primary areas of responsibility: grant research and writing, donor database management, corporate donor stewardship coordination, and outreach/events assistance.

In addition, the Grant Writer and Donor Relations Coordinator will create and implement effective systems to ensure that donor constituencies experience high-quality interactions with Habitat NOVA.

The position requires collaboration with Executive Director, Chief Operations Officer, and Directors/staff of Volunteer Services, Family Services, Construction, and ReStores. Candidate should also demonstrate ability to work collaboratively in groups.

Responsibilities

Donor Database (SalesForce)

- Accurately enter donations into SalesForce including attachments, activities, notes, next steps, etc.
- Ensure SalesForce entries/totals reconcile with Finance - Monthly Reconciliation
- Generate donor acknowledgment letters
- Generate various donation reports and donor mailing lists as requested

Grants

- Write compelling grant proposals
- Update and maintain the grants calendar and grant tracking spreadsheet
- Research new grant opportunities
- Compile proposal components on a timely basis, which may include gathering information from program and other staff

Donor Stewardship

- Coordinate, organize and track Board and staff thank you calls, impact updates, notes and other stewardship/cultivation activities

Outreach/Events Assistance

- Maintain event prospect lists, invitation and RSVP lists (Responsible for check-in lists at event registration)
- Assist w/ CFC Fairs, community fairs, third-party events, and other special events as assigned - this may include logistics and other coordination activities

This not an all-encompassing list of responsibilities. Responsibilities may change over time.

Qualifications

- Bachelor's Degree
- A minimum of two (2) years grant writing and research experience
- Experience with Salesforce CRM database (or similar CRM) entry and report generation
- Ability to manage campaigns/projects; ability to work from spreadsheets and to manage deliverables and timelines (Proficiency with Excel, Google Drive/Google docs, PowerPoint)
- Good customer service and communication skills; ability to interact with donors, Board members, volunteers, and other constituents in-person, by phone and in writing.
- Must have access to a vehicle for work-related off-site meetings and events.

Compensation and Benefits Package.

Salary dependent on experience and qualifications. Habitat for Humanity of Northern Virginia offers the opportunity to work in collaboration with a dynamic and passionate development team that is committed to ensuring affordable homeownership for everyone living Northern Virginia. We offer a competitive salary and exceptional benefits package including health care benefits, life and disability insurance, retirement savings plan with an employer contribution, generous paid time off, and much more.

For immediate consideration, please submit a cover letter and resume to jobs@habitatnova.org. Include in the subject line: Grants Writer and Donor Relations Coordinator Position. No recruiter calls.

Habitat for Humanity of Northern Virginia is an equal opportunity employer. We seek to use and assign the best-qualified staff for all of our positions in a way that does not unlawfully discriminate against any person because of race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve and National Guard status, or any other status or characteristic protected by law.