



## Job Position Description Summary

**Job Title:** Donor Relations Coordinator

**Employment Type:** Part-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 homeownership 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 [habitatnova.org](http://habitatnova.org) and on our [Facebook](#) and [Twitter](#) pages.

### **Position Summary**

Habitat for Humanity of Northern Virginia (Habitat NOVA) seeks a part-time (20 hours per week) Donor Relations Coordinator to help meet our robust fundraising goals. This position manages the infrastructure that supports our fundraising and donor outreach efforts, including fit entry, production of donor acknowledgments, and report generation. The Coordinator will maintain our Salesforce database and ensure best practices for data entry, integrity, and data hygiene.

He/she will work closely with the Director of Engagement and Marketing and the Corporate Relations Manager to perform prospect research and provide administrative support, as well as assist with communication, stewardship, event coordination, and support tasks as needed. The position reports to the Director of Engagement and Marketing.

### **Responsibilities**

#### **Donor Relations**

- Manage the data entry and processing of all pledges, gifts, and contributions.
- Prepare, track, print, and mail all acknowledgment letters. Ensure the timely mailing of appropriate acknowledgments and tax reporting information.

- Create and run queries and produce financial, analytical, and statistical reports on development activities on a regular or as-needed basis.
- Conduct fundraising and prospect research to support more effective solicitation of current and potential donors.
- Assist with managing email communications outreach – e-blasts, special announcements, newsletters, etc.
- Respond to donor inquiries and provide exceptional front-line service and support to donors and prospects.
- Support individual donor stewardship initiatives including outreach to lapsed donors, data gathering and analysis for current donors and other engagement efforts.
- Work with the Director of Engagement and Marketing and Corporate Relations Manager to create and edit donor relations messages for accuracy and brand appropriateness.

### **Database Management**

- Ensure overall data integrity by establishing and enforcing standards for database and donor records, including data entry policies and procedures, tracking, and coding systems.
- Run financial reports for Salesforce/QuickBooks reconciliation in collaboration with the Finance Team. Assist the Finance Team with annual audit preparation.
- Oversee database upgrades and recommend changes to improve data management, development processes, and general efficiency.
- Oversee database upgrades and recommend changes to improve data management, development processes, and general efficiency.
- Utilize internal database training resources, update as needed, train staff on database usage, and troubleshoot issues.
- Provide support for special campaigns and projects.
- Stay current on best practices and database updates.
- Assist with other duties as assigned to support the Engagement and Marketing team.

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

### **Qualifications**

- Bachelor's Degree or higher
- 2-4 years of experience in fundraising administration
- 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 in 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.
- Strong administrative and time management skills.
- 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 in Northern Virginia. We offer a competitive salary and generous time off.

**For immediate consideration, please submit a cover letter and resume to [jobs@habitatnova.org](mailto:jobs@habitatnova.org). Include in the subject line: 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.