

**Position Title:** Development Coordinator

**Reports to:** Director of Development

**Summary:**

Habitat for Humanity of St. Charles County, based in St. Peters, MO, has an opportunity for a Development Coordinator to lead, plan and coordinate volunteers and fundraising events. They'll develop relationships with organizations, corporations, and individuals to strengthen the donor development opportunities and engagement with Habitat's mission. This is a full-time position at 40 hours/week and offers benefits and paid time off. Join our team and help to create a world where everyone has a decent place to live!

**EVENT COORDINATION RESPONSIBILITIES:**

- Plans and organizes all aspects & logistics of special events (pre-event, event and post-event)
- Arrange and manage campaign logistics for individual solicitations such as seasonal appeals, Give STL Day, Giving Tuesday, etc.
- Serves as a liaison between contractors, organizers, and management in the overall planning of events and provides overall direction for planning.
- Serves as a resource for creative ideas, selecting locations, and negotiating contracts with respect to budgets.
- Provides effective direction to other staff regarding event specifications and requirements and establishes a timeline for all activities related to events.
- Develops contacts and continually looks for ways to provide quality cost-effective events.
- Cultivates positive relationships and negotiates terms with vendors.
- Keeps abreast of trends in event planning and develops new ideas for events in support of the business and mission.
- Collaborates with the Communications team for the overall publicity, printed materials and web communications to support events.
- Maintains record of event participants and contributors in constituent database.

**VOLUNTEER MANAGEMENT RESPONSIBILITIES:**

- Develop, promote, and maintain all volunteer opportunities within the organization.
- Coordinate individual volunteers for all opportunities including the construction site and ReStore.
- Act as primary administrator for Volunteer Management Software (VolunteerHub) and maintain all upcoming volunteer opportunities through software.
- Implement and enhance volunteer recognition events and retention programs.
- Develops and conducts a continuing program for recruiting, training, and retention of volunteers.

- Directs volunteers to appropriate area that best matches the volunteers' interests and skills.
- Responsible for maintaining, revising, editing and disbursing directories, training manuals, volunteer policies and information to support volunteer efforts.
- Responsible for documenting and tracking appropriate volunteer statistical information and other volunteer program records as requested.
- Participates in exhibits, fairs, workshops, promotions and conferences to promote community awareness of volunteer needs.

### **Qualifications**

- Bachelor's degree in related field preferred.
- Prior experience planning non-profit events.
- Strong organizational skills with attention to detail.
- Ability to communicate effectively with management and public groups.
- Ability to recruit volunteers and delegate assignments
- Familiarity with fundraising database systems.
- Ability to work independently with a flexible schedule.
- Ability to seek out opportunities to be involved in the community as an ambassador for philanthropy.
- Ability to work with Marketing Team to create social media content and other duties as assigned.

### **Salary and Benefits**

Position Salary is \$36,000/year with the following benefits:

- Health Insurance
- Vision Insurance
- Dental Insurance
- Life Insurance
- Paid Time Off and Holiday Pay
- Employee Assistance Program
- Flexibility in M-F work schedule

Please email your resume and cover letter to Leah Manis at [leah@habitatstcharles.org](mailto:leah@habitatstcharles.org).