



We build strength, stability, self-reliance, *and* shelter.

JOB POSTING

Position Title: Resource Development Fellow

Employment Type: Full-time, Non-Exempt, 40 hours per week

Schedule: Monday-Friday (9 AM – 5 PM)

Term: Temporary 12-month position

Compensation: The hourly rate for this position is between \$18.00 - \$20.00/hour with an additional prorate transportation stipend of \$150.00 per month, commensurate with experience and qualifications.

Reports to: Development Operations & Database Manager

POSITION OVERVIEW:

Habitat for Humanity of Washington, D.C. & Northern Virginia (Habitat DC-NOVA) seeks an individual to join our team as a Resource Development Fellow. This is a temporary twelve (12) month position.

The Resource Development Fellow supports fundraising goals through donor outreach efforts and completing gift entry, production of donor acknowledgements, and report generation. The Fellow will help maintain our Salesforce database by ensuring the integrity and accuracy of all data and conducting regular data hygiene. They will work closely with the development team to assist with communication, stewardship, event coordination, and support tasks as needed. This position also supports the marketing and communications functions.

COMPENSATION AND BENEFITS:

Habitat DC-NOVA strives to foster a collaborative, supportive, and flexible work environment with a dynamic and passionate team that is committed to creating affordable homeownership opportunities for everyone.

The hourly rate for this position is between \$18.00 - \$20.00 per hour with an additional transportation stipend, commensurate with experience and qualifications. We offer a competitive salary and benefits package including healthcare benefits, vision benefits, dental benefits, life and disability insurance, retirement savings plan with an employer contribution, generous paid time off, and more.

ABOUT HABITAT DC-NOVA

DC-NOVA Office
4245 North Fairfax Dr., Suite 650 Arlington VA 22203
Phone: 703.521.9890 Fax: 703.521.9893
<https://www.habitatdcnova.org>

Habitat for Humanity of Washington, D.C. & Northern Virginia (Habitat DC-NOVA) believes that everyone deserves a safe, decent, and affordable place to call home. We help families with low and moderate incomes build strength, stability, and self-reliance by creating and preserving affordable homeownership. While we are best known for building and selling affordable homes, we do so much more: we repair existing homes, mobilize and advocate in support of pro-housing policies and solutions, provide homeowner financial education, and engage thousands of volunteers across the region. Our work brings together local families, community partners, volunteers, faith-based organizations, companies, and individuals to serve families in need of shelter. Habitat DC-NOVA launched in 2022 when DC Habitat and Habitat NOVA combined to become a single, regional organization. You can learn more about our work at [habitatdcnova.org](https://www.habitatdcnova.org).

RESPONSIBILITIES:

- Assist with the data entry and processing of all pledges, gifts, and contributions.
- Prepare, track, print, and mail all acknowledgement letters. Ensures the timely mailing of appropriate acknowledgements 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.
- Ensure data integrity by establishing and enforcing standards for database and donor and volunteer records including data entry policy and procedures, tracking, and coding systems.
- Stay up to date on best practices and database updates.
- Partner with the Development Operations & Database Manager to provide database training and policy guide, train staff on database usage, and troubleshoot issues.
- Run financial reports for reconciliation and preparation for audit with finance office.
- Provide support for special projects, fundraising events, and other strategic fundraising initiatives.
- Assist with other duties as assigned to support the development department.
- Support marketing team in managing and completing staff submitted requests including website updates, material creation, and branding support
- Attend and participate in select affiliate events; responsibilities may include set up, clean up and engaging with attendees.
- Other duties as assigned

QUALIFICATIONS:

- Knowledge of and willingness to promote the mission and activities of Habitat for Humanity
- Strong verbal and written communication skills
- Basic experience with Microsoft Office Suite and Salesforce
- Flexible with daily tasks and jumping into various projects to support team members
- Ability to exercise excellent judgment in representing the organization
- May require sitting for long periods of time
- Must be able to lift up to 30lbs.

TO APPLY:

To apply for this position, please submit a resume to Liz Salter at liz.salter@habitatdcnova.org, Include "Resource Development Fellow " in the subject line.

Habitat for Humanity of Washington, DC & Northern Virginia is an Equal Opportunity Employer. All applicants will be considered for employment without attention to race, color, religion, sex, age, sexual orientation, gender identity, genetic information, national origin, veteran or disability status.

Habitat for Humanity of Washington, DC & Northern Virginia is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. To request reasonable accommodation to participate in the job application or interview process, contact liz.salter@habitatdcnova.org.