



Development Assistant – Part Time

Scheduled Days: Monday – Friday & some weekends

Shift/Hours: flexible between business hours of 8:00 am - 5 pm

Hours/Week: 20 hours/week

Cincinnati Habitat is looking for a detail oriented, organized and self-motivated individual with a passion for non-profits and fundraising. This position will provide administrative, event and public relations support for Cincinnati Habitat for Humanity's broad development efforts and the Building New Beginnings Capital Campaign.

Responsibilities include:

- Works with Development Director to establish and execute systems to meet development goals
- Support Development Director in designing annual campaign plans to develop and expand key funding markets
- Perform research and grant writing activities as assigned
- Participate as active member of the Development Committee
- Assist with event preparations, including RSVP calls
- Assist in the creation and distribution of development materials
- Provide overall administrative support to the Development Office (filing, expense reports, meeting prep and follow up etc.)
- Prospect research for donors
- Assist with quarterly Newsletter and Annual Fund direct appeal campaigns
- Manage Cincinnati Habitat's various social media outlets including Facebook and Twitter on a daily basis
- Secure additional exposure opportunities to raise support for CHFH in the local community
- Meet with Director of Development weekly to discuss upcoming prep needs

Requirements:

Candidates must have a Bachelor's degree. Previous experience in fund development and work in an office/administrative setting strongly preferred.

Competencies:

- **Approachability:** welcoming and friendly disposition, with good interpersonal skills
- **Excellent Attention to Detail:** Possess thorough, organized and a detail-oriented approach to work
- **Business Acumen:** an emphasis on professionalism; able to exhibit appropriate environmentally-based

behavior

- **Communication:** Good communication and presentation skills with the ability to write professional documents and able to communicate concepts clearly and effectively
- **Continuous Learning:** Makes ongoing adjustments, based on ongoing feedback
- **Initiative:** Self-motivated, able to work independently and capable of proactively and creatively initiating and completing tasks
- **Leadership:** Ability to effectively define, plan, prioritize, coordinate, delegate and manage workload to meet goals and deadlines
- **Teamwork:** Work as an effective and proactive team-player
- **Development Skills:** exhibits the ability to take initiative in making the “ask” and the ability to prepare
- **Flexibility:** Flexible to work evenings and weekends as needed

Applications accepted until position is filled.

Please submit cover letter, resume, and references to the Development Director at:

Mail: 4910 Para Drive Cincinnati, OH 45237

Fax: 513-621-6869

Email: chfh@cincinnatihabitat.org