



Habitat for Humanity of Orange County Job Description

Job Title	Associate Director of Fund Development Operations	Department	Fund Development
Reports to	Chief Development Officer	Effective Date	June 2024
FLSA	<input checked="" type="checkbox"/> Exempt, <input type="checkbox"/> Nonexempt/hourly	Status	<input checked="" type="checkbox"/> Full-time, <input type="checkbox"/> Part-time

Job Summary/Position Overview:

The Associate Director of Fund Development Operations will assist the Fund Development department with a number of functions including managing data processes, development operations, and Habitat 2.0. The Associate Director will provide data and outreach support to the development team.

Duties/Responsibilities:

- Project manages staff and volunteers in gift entry, receipting, acknowledgement, and reconciliation of all donations.
- Supervise the growth of the Fund Development Coordinator.
- Supervise dedicated fund development volunteer(s)
- Provides gift entry assistance to the gift entry team as needed.
- Supports with documenting and tracking donor relations activity and correspondence in CRM.
- Strategically assesses and refines procedures, manages data administration, and integrity of CRM.
- Performs simple and complex reporting for BOD, Fund Development, Marketing, and other key team members.
- Assists with creating, editing, and scheduling of Fund Development content and communications as needed.
- Project manages migration, implementation, and evaluation of all department CRM systems.
- Manage structure of Fund Development Dashboard, including execution of data and analytics.
- Develop and manage a framework of strategic, data-driven initiatives throughout each aspect of Fund Development department.
- Establish and expand a basic system for prospect research throughout the Fund Development department.
- Coordinate all aspects of the grant submission process including proposal preparation and relationship management.
- Coordinate activities with HFIH and HFHOC for Habitat 2.0 transition and ongoing migration of major donors identified by HFHI.
- Primary contact between HFHOC and HFHI for all Habitat 2.0 efforts
- Other duties as assigned.

Skills & Knowledge

- Raiser's Edge and/or Bloomerang technical experience
- Expertise on Microsoft Office products, especially Excel
- Project management skills
- Outstanding customer and end-user support skills
- Critical thinking and problem-solving abilities

Education & Experience

- Associate or Bachelor's Degree
- Or equivalent of 2-3 years of fundraising or nonprofit experience