

# Philanthropy Specialist

## Resource Development VISTA



June, 2022

### **Habitat for Humanity Capital Region | Habitat AmeriCorps VISTA**

Position: Philanthropy Specialist

Reports to: Director of Philanthropy

Service Week: Monday-Friday 8:30am-5:00pm, occasional evenings or weekends

#### **Organization Description**

Habitat for Humanity Capital Region (Habitat Capital Region) is a dynamic, progressive nonprofit organization that works to provide affordable homeownership opportunities, home repairs, and accessibility ramps to low- to moderate-income individuals and families in Ingham and Eaton County.

#### **Position Description**

The resource development VISTA member will create, document, and implement plans for donor engagement, tracking, and recognition to increase the overall donor experience and commitment to Habitat's mission. The primary objectives of this position are to increase capacity in fundraising efforts for two ReStores and to develop and implement the Habitat Ambassador Program. Each project or strategy will be well documented and evaluated to ensure the sustainability beyond the year of service.

#### **Position Objectives**

##### **1. Research**

Research related programs and resources that are currently in place to identify best practices and any additional needs the project requires. Document research and communicate findings to move forward with developing sustainable resource development strategies.

##### **Member activities**

- Research the existing ReStore Procurement process and explore what aspects need improvement.
- Research donation opportunities with businesses and neighborhood associations.

- Research donor engagement and giving, tracking, and recognition resources. Compare findings to current methods.
- Research any previous Habitat Ambassador Program and explore what aspects need improvement.

## 2. Development

Based on the information gathered, draft improved resource development strategies to address the needs of the host site.

### **Member activities**

- Develop and document a ReStore procurement process, including targeting local neighborhoods and businesses. Develop business-to-business donor relationships to support the procurement process.
- Improve systems, such as online database, to track donor contacts and donations.
- Develop and document a donor recognition plan to recognize donor loyalty or milestones.
- Redesign giving campaigns for ReStore based on the research of donor engagement and giving.
- Develop Habitat Ambassadors program to deploy volunteers to local events to represent Habitat for Humanity Capital Region.

## 3. Implementation and review

Implement the new resource development strategies. Assist the host site in testing, evaluating and revising the various parts of the resource development strategy as needed to ensure success.

### **Member activities**

- Implement and support the ReStore procurement process. Create and document all development resources, including appeal letters templates, marketing materials and event timelines.
- Implement the improvement of donor tracking system. Gather feedback on the system and make changes as needed.
- Implement and support the donor recognition plan, evaluate success and make changes as needed.
- Implement and support the updated strategy for ReStore giving campaigns.
- Implement and oversee the Habitat Ambassadors program.

## 4. Sustainability

Ensure that the resource development strategies developed are sustainable, continuing at the host site after the completion of the VISTA term, by documenting the plan and training staff members and volunteers.

### **Member activities**

- Develop a manual of resources and directions for maintaining the ReStore procurement process, including donor engagement, tracking, recognition, special events, and in-kind donations.
- Recruit and train volunteers and staff members on use of new donor tracking system and resource development strategies to ensure there is a transition plan for ongoing maintenance of systems and support of the program.

## **Qualifications**

### **Minimum requirements**

- AmeriCorps members must have a high school diploma or GED.
- AmeriCorps members must be a U.S. citizen, national or lawful permanent resident.
- AmeriCorps members must be at least 18 or older.
- AmeriCorps members may have recurring access to vulnerable populations and must satisfy the National Service Criminal History Check eligibility criteria.

### **Preferred qualifications**

- Excellent analytical and organizational skills
- The capacity to oversee complex and diverse operations and effectively perform and complete multiple duties and assignments concurrently
- Proficiency with software tools such as Microsoft Office and Salesforce
- Ability to work a flexible schedule to accommodate fundraising, volunteer, and external events and meetings
- Must be willing to understand Habitat for Humanity Capital Region's mission to build a world where everyone has a safe, decent, and affordable place to live

## **To Apply**

Thank you for your interest in working with Habitat for Humanity Capital Region to build a community where everyone has a safe, decent, and affordable place to live.

- [Click here to apply to this Habitat AmeriCorps VISTA position through the Habitat for Humanity International website.](#)
- Only applications submitted through the habitat.org website will be considered.

*Habitat for Humanity Capital Region is an equal opportunity employer and seeks to employ and assign the best qualified personnel for all our positions in a manner 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 national guard status, or any other status or characteristic protected by law.*