

Job Title: Advancement Data Coordinator

Position Location: Charlottesville, Virginia

Reports to: Director of Advancement Operations

Employment Type: Part-time, Hourly; Mon-Fri, 8am-2pm OR 9am-3pm

Habitat for Humanity of Greater Charlottesville (Habitat) is a nationally-renown, innovative non-profit housing organization creating simple, decent, affordable housing in partnership with low-income families, volunteers and the community of Greater Charlottesville. Homes are built with a volunteer labor force including homeowner families, corporate, civic, and church groups. Additionally, Habitat owns and operates the Southwood Mobile Home Park with the goal of redeveloping it as a mixed-income, mixed-use community for current and future residents. Habitat is an affiliate of Habitat for Humanity International, a non-denominational global housing ministry dedicated to eliminating housing poverty worldwide

Scope of Responsibilities:

The Advancement Data Coordinator is a member of the Habitat Advancement Department. He/she has primary responsibility for managing the fundraising database, processing incoming donations and acknowledgments, tracking and reporting on key metrics, analyzing data, and supporting research projects. This position also provides generalized support to the Advancement Department and affiliate-wide needs as they arise. This position requires occasional evening and weekend work.

Prerequisite Requirements:

- Commitment to Habitat for Humanity’s mission of service to others
- Positive, “can do” personality and willingness to work as part of a team
- Very detail-orientated
- Strong interest in databases, working in spreadsheets, and data analysis
- Independent curiosity; a desire to evaluate and understand data without prompting
- Excellent writing and communications skills
- Strong discretion and judgment
- Demonstrated ability to plan, organize, and implement projects and meet deadlines
- Command knowledge of Word and Excel
- Bachelor’s Degree
- Communications and administrative experience preferred but not mandatory
- Non-profit experience preferred but not mandatory

Responsibilities:

Data Management and Analysis

1. Manage donor database
2. Process incoming donations and corresponding acknowledgments
3. Maintain mailing lists and listservs
4. Generate reports and dashboard to monitor progress toward Advancement Department goals
5. Prepare monthly Department Financial Reports to CAO
6. Research and create reports on donor prospects

Logistical Support

1. Support grant research projects
2. Support all donor recognition efforts
3. Procure adequate pictorial and video records of Habitat activities for use in publications and online media; assure appropriate releases have been executed
4. Maintain Habitat photo archive to ensure easy and organized access to images for website and other public communications use
5. Support the planning and execution of special events or projects
6. Represent Habitat in public settings, exercising extreme discretion and judgment
7. Assist the Advancement Department with administrative tasks helping build affiliate capacity

Other

1. Perform other duties as assigned by supervisor
2. Provide general support to assure efficient operations of the Advancement Department and affiliate as needed