



JOB DESCRIPTION

Job Title: Development Associate
Reports To: Director of Development

Founded in 1991 as a Christian ministry, Indian River Habitat for Humanity's (IRHFH) vision is to help build a world where everyone has a decent place to live. Our mission – bringing people together to build homes, communities, and hope – inspires our effort to inform and ultimately engage a broad constituent base of donors, volunteers and organizational partners. To expand and strengthen communications, as well as help secure resources, we are seeking a smart, dynamic, and energetic professional to join Indian River Habitat's Development Team.

An entrepreneurial thinker, the Development Associate participates in and provides critical support for activities related to communications, marketing, outreach, events and fundraising. With a background or interest in fundraising, the Development Associate is creative, meticulous, flexible, a focused self-starter, and is responsive to the demands and requirements of working in a fast paced environment. He or she exhibits sensitivity and tact, values collaboration, and prioritizes customer needs as pertains to fundraising relationships.

Social Media, Writing and Communications

- Create, write and archive compelling cross-functional content that informs and inspires IRHFH's audience through communication channels that include our website, newsletter, enews, social media and annual report. Content will be fresh and informative and will promote audience engagement.
- Develop a strategy to expand and strengthen IRHFH and the Habitat ReStore's social media communications. Daily manage our presence on YouTube, Facebook, Instagram, Twitter and other relevant platforms.
- As assigned, conceive and research stories and help write press releases.
- Help create and curate dynamic written, graphic, photography and video content.

Events and Fundraising

- In close collaboration with the Director of Community Development, lead and promote IRHFH's participation in "Giving Tuesday," a movement to create an international day of charitable giving at the beginning of the Christmas and holiday season.
- Participate in the planning and execution of outreach and fundraising events, as well as helping with Habitat wall raising and home dedication ceremonies when needed.

Administrative and Clerical

- Document strategy, process and procedures as relates to IRHFH's communications.
- Help package and process outgoing communications to include letters, newsletters and the annual report.
- Work closely with the Marketing Coordinator to archive media files.
- Data entry as needed. For example, recording and processing gifts and updating database records.

This position requires an ability to sit, stand, walk, bend, lift, reach up, stoop, and carry items occasionally in excess of twenty (20) pounds. This position also requires manual dexterity to operate standard office machines, such as, copier, fax, calculator, telephone, and other equipment as necessary. Indian River Habitat expects all employees to follow proper safety standards while employed by the Affiliate.

Training/Qualifications

- Strong commitment and calling to Habitat, its mission and its philosophy of Christian outreach.
- College degree required. Communications, marketing or liberal arts degree preferred.
- Copywriting, editing and proofreading required.
- Advanced working knowledge of social media and social media analytics.
- Proficiency in use of Microsoft Office applications.
- Photography skill and experience with Adobe Lightroom or other photo editing software a plus.
- Well-developed ability to create and edit graphics a plus.

Please send resume and cover letter to Eve Kyomya at ekyomya@ircHabitat.org
No phone calls or faxes, please.

This notice is written pursuant to the Equal Employment Opportunity Order at Executive Order 11246, as amended, and the implementing regulations at 41 CFR 60. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or status as a protected veteran.