



Habitat for Humanity[®]

of San Antonio & Guadalupe Valley

Donor Relations Officer needed for Habitat for Humanity of San Antonio & Guadalupe Valley, a large, ecumenical, Christian, non-profit organization. We are seeking a proficient, results-oriented candidate with excellent skills for this position. If you are a fun, energetic fundraiser with good communications skills who is comfortable doing presentations, working with individual gifts, diving into prospect research, love a challenge and are looking for a meaningful job, with good pay, GREAT benefits, and a stable employer, we could be the place for you!

We work hard but celebrate families, so we offer unique benefits like being closed from the day before Christmas Eve through New Year's Day as PAID holiday leave! We offer paid vacation, paid sick leave, a great retirement plan with a generous employer match, paid employee health insurance with generous cost-sharing for dependent health, and many other benefits to help our employees take care of their own families.

This position will further develop and implement effective fundraising and partnership development of individuals and small businesses. Position duties include (but are not limited to):

- Identify, cultivate, solicit and steward donor support from individuals, small and mid-sized businesses and civic groups. Establish new funding relationships.
- Develop presentations and materials to achieve position goals. Do public presentations and represent Habitat at internal and external events. Conduct intentional outreach and regular communications with all prospects.
- Support annual fundraising event.
- Conduct prospect research for the development team.
- Ensure donors and sponsors have the information they need to have a quality donor and partnership experience.

Qualifications include:

- Bachelor's Degree or equivalent experience in position-relevant field.
- Minimum 3 years' experience in fundraising activities and/or business development. Knowledge of philanthropy in the San Antonio area preferred. Experience working with small and mid-size business and individuals preferred.
- Goal and team oriented, a positive attitude with a good sense of humor, great people skills, with strong written and oral communication skills (bilingual in Spanish is a plus). Good public speaker.
- Ability to effectively multi-task to meet deadlines with minimal supervision and work under pressure.
- Strong computer skills including established proficiency and independent operation of Microsoft Office, Outlook, Adobe Acrobat Pro, and proper internet research and use. Ability to quickly learn and utilize donor management software. Competency in graphic design, publication software and social media applications helpful.
- Ability to work occasional evenings and weekends.

Habitat has a smoke and tobacco free environment. **EOE.** Interested candidates should submit a cover letter and resume. **Resumes received without a cover letter will not be considered.** Email or mail/deliver to:

- By email with "DR Officer" in the subject line to jobs@HabitatSA.org
- **OR** by mail or delivery to Habitat's admin office at 311 Probandt, San Antonio, TX 78204

Filling this position will be a priority so please apply promptly!