



Position: Philanthropy Assistant

Reports to: Manager, Donor Experience & Storytelling

Classification: Part-time, non-Exempt

Hourly Wage: \$19-23 / hour

Date: December 2021

Schedule: 20 hours/week; Monday – Friday

POSITION SUMMARY

The Philanthropy Assistant is responsible for providing comprehensive administrative support to the fundraising efforts of Tacoma/Pierce County Habitat for Humanity, with primary responsibility for timely gift processing and donor acknowledgment. Key components of this position include data entry, communications and event support, as well as administrative tasks.

RESPONSIBILITIES

Gift Processing

- Responsible for accurate and timely gift entry into the organization's donor database (Raiser's Edge)
- Produces and mails donor acknowledgment letters
- Reconciles deposits with the Finance Department
- Inputs Gift-in-Kind corporate donations to Habitat Stores on a monthly basis
- Updates donors' biographical information in database as needed
- Submits matching gift forms for eligible gifts
- Organizes and maintains confidential files including daily gift batches, planned gifts, pledges and other gift records as directed
- Prepares and mails memorial gift acknowledgements on a bi-weekly basis
- Prepares and mails new donor welcome packages on a monthly basis
- Identifies and implements processes to ensure the integrity of the databases and works closely with the Philanthropy and the Finance departments to ensure data integrity and accuracy
- Produce accurate reports for staff, donor communications, and mailings

Fundraising Support

- Interacts with donors in a friendly manner and ensures donors receive quality customer service
- Responds to and composes correspondence to prospects, donors and volunteers as needed
- Responsible for monitoring and sending accurate and timely pledge reminders to donors
- Create payment platforms for special fundraising projects via Salsa Engage (e.g. Global Village, Women Build, Tributes, Birthday Builds, etc.)
- Tracks and manages special fundraising project payments and communicates with staff lead
- Produces monthly board reports and metrics
- Provides annual fund and stewardship support as needed
- Provides social media and communication support as needed
- Conducts prospect and donor research as needed
- Supports Philanthropy events

Office and General Support

- Prepares and modifies Philanthropy documents and presentations to ensure team members have collateral needed for meetings and presentations

- Types, formats and suggests content edits for a variety of documents, reports, and publications as needed; proof-reads documents and grant applications
- Provides backup phone support for the front desk as needed
- Other duties as assigned

Skills, Education and/or Experience

- Any combination of education and experience which is equivalent to completion of a Bachelor's degree from an accredited college or university; and/or two years' experience in fundraising.
- Detail oriented, strong customer service, and strong written and oral communication.
- Database management and data entry experience preferred.
- Demonstrated communication and writing skills that support a donor-centered culture, including good grammar and spelling
- Highly organized with a demonstrated ability to handle multiple projects simultaneously, setting priorities, and organizing time and resources for projects in a fast-paced environment
- Ability to work independently under the pressure of deadlines and frequent interruptions
- The discipline to structure activities to maximize productivity and efficiency
- Absolute discretion in handling confidential information
- Ability to willingly accept responsibility and adapt easily to change

Physical demands and work environment

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job's essential functions.

Work is performed primarily in-person, indoors and in a shared office setting. While performing the duties of this job, the employee is frequently required to remain in a stationary position for long periods while operating a computer, participating in meetings, and communicating on a telephone or in person. Duties require the ability to move about the facility, and occasional stooping, reaching, bending and lifting up to 35 lbs. and sufficient manual dexterity to operate a variety of office equipment. The ability to traverse a construction site on occasion is preferred. Some nights and weekend events may be required. Valid driver's license required.

To Apply

Interested in applying? Email the following to hr@tpc-habitat.org:

- A letter of interest specifically addressing the qualifications listed including why you are interested in a role with Tacoma/Pierce County Habitat for Humanity.
- Current resume.
- Three professional references.

Tacoma/Pierce County Habitat for Humanity is an equal opportunity employer. If you are selected for the position, Tacoma/Pierce County Habitat for Humanity will conduct a background check before hire.