POSITION: Development and Events Coordinator

REPORTS TO: Chief Executive Officer FLSA: FULL TIME, NON-EXEMPT (32 Hours a week)

Raynham, Massachusetts |

Summary

The Development & Events Coordinator works closely with the CEO, staff, and volunteers to achieve annual fundraising and development goals, strengthen donor and corporate relationships, manage fundraising systems and campaigns, and coordinate designated fundraising events.

The position requires a goal-driven, results-oriented individual committed to increasing the organization's homebuilding capacity. The Coordinator must understand and effectively communicate the mission, history, values, and goals of the organization to donors, sponsors, volunteers, businesses, and community partners.

Strong written, verbal, interpersonal, organizational, and project-management skills are essential, along with the ability to work collaboratively with staff and volunteers. Experience with annual giving, donor cultivation and stewardship, sponsorship development, and fundraising events is preferred.

Key Responsibilities

Fundraising & Development

- Assist the CEO in developing and implementing strategies to meet annual fundraising and development goals.
- Maintain and update the annual fund development plan and track progress toward established fundraising and revenue goals.
- Identify, cultivate, solicit, and steward individual donors, corporate partners, sponsors, community organizations, and other charitable giving prospects.
- Support major donor cultivation and relationship-building efforts in coordination with the CEO.
- Coordinate annual appeals, Giving Tuesday, direct mail, and other fundraising campaigns.
- Prepare customized sponsorship packages, partnership proposals, annual appeals, annual reports, and other development materials.
- Manage donor and sponsor acknowledgments, recognition, follow-up, and stewardship activities.
- Track monetary and in-kind donations, sponsorship commitments, fundraising activity, and revenue.
- Manage the donor database, Little Green Light, including entering donations, maintaining donor records, tracking activity, and generating reports.
- Manage fundraising and event platforms, including OneCause, Stripe, and Donorbox.
- Prepare development reports and provide fundraising updates to the CEO as needed.
- Coordinate with staff responsible for organizational databases, the website, social media, newsletters, and other communications.
- Provide fundraising and development content for organizational communications.
- Provide support for Grant writer

Fundraising Events

- Manage and work alongside committees for the organization's major fundraising events, including the Golf Tournament, BINGO Fundraiser, and Annual Wine Tasting.
- Support other fundraising and mission-related events, including Women Build, home dedications, groundbreakings, and special campaigns.
- Develop and manage event timelines, budgets, sponsorships, revenue goals, vendors, auctions, raffles, and post-event follow-up.
- Coordinate event sponsorship solicitation, recognition, and stewardship.
- Prepare and coordinate event collateral, sponsorship materials, signage, and fundraising materials.
- Work collaboratively with staff and volunteers supporting event logistics, volunteer coordination, communications, and digital promotion.
- Maintain organized records and materials for fundraising events, groundbreakings, home dedications, and other key organizational events.

Donor, Sponsor & Community Engagement

- Maintain strong relationships with donors, sponsors, corporate partners, community organizations, and businesses.
- Represent Habitat professionally at community and fundraising activities.
- Identify opportunities to expand corporate and community partnerships that support fundraising and homebuilding goals.
- Serve as an ambassador for Habitat's mission and programs.

Administrative & Operational Support

- Provide general administrative and office support related to development, fundraising, and organizational activities.
- Answer incoming calls and direct inquiries appropriately.
- Coordinate special projects as assigned by the CEO.
- Order and manage branded promotional items and organizational "swag."
- Maintain current organizational information on platforms such as GuideStar.
- Maintain and organize corporate and sponsor logos and related development materials.
- Perform other duties as assigned in support of the organization's mission and operations.

Qualifications

- 3–5 years of experience in nonprofit development, fundraising, sponsorships, events, communications, or a related field preferred.
- Demonstrated ability to contribute to fundraising, revenue, sponsorship, or development goals.
- Experience with donor cultivation, stewardship, annual giving, and fundraising events preferred.
- Strong relationship-building, organizational, and project-management skills.
- Excellent written and verbal communication skills.
- Ability to work effectively with donors, corporate partners, volunteers, community leaders, staff, and board/committee members.
- Experience with fundraising platforms, donor databases, or CRM systems preferred.
- Ability to manage multiple projects, deadlines, and priorities simultaneously.
- Ability to work independently while collaborating effectively as part of a team.
- Occasional evening and weekend availability for fundraising events and organizational activities.
- Commitment to the mission and values of Habitat for Humanity.

Work Environment

- Combination of office work, build-site presence, community engagement, and event-based activities.
- Occasional evening and weekend work for fundraising events, volunteer projects, and other organizational activities.
- Collaborative, mission-centered work environment.