



Habitat for Humanity of Broward

Position Description

Job Title: Fund Development Data and Annual Giving Associate

Full Time

The Fund Development Data and Annual Giving Associate for Habitat for Humanity of Broward (Organization) is responsible for collecting, organizing, entering and maintaining the accuracy and health of the organizations' data and information, which is currently housed in Blackbaud's Raisers Edge software (the software or database). This position also designs, generates and stores reports from the system. The Fund Development Data Associate uses his/her creativity and understanding of mission to help the department achieve fundraising goals, including working on annual campaigns. The position reports to the Director of Development & Marketing.

Essential Duties and Responsibilities:

1. Learn database software and be fluent in its functionality.
2. Design data entry template, including the designation and naming of specific fields, so that needed information is stored in a logical format and can be retrieved for reports.
3. Use database creatively, analyze and modify data entry to better serve mission.
4. Create a system for the collection of data, so that important constituent information is captured, to support the overall Development & Marketing (Department) goals and the goals of the Organization.
5. Enter information in the data software accurately and in a timely fashion.
6. Create reports that enable the Department to measure progress, modify strategies and track donation trends and indicators, including dashboards for senior team members.
7. Enter gifts in the database promptly; within 48 hours of receipt as a routine.
8. Produce thank you letters within 72 hours of gift receipt.
9. Produce mailing lists and export lists for mailings and e-communications.
10. Store information on constituents on the database, which may come from other public sources. Store images, articles and other related, helpful information within data files.
11. Update Actions related to donors as needed.
12. Play integral role in design and delivery of campaigns which rely upon good data.
13. Interface with donors, board members and staff to help achieve organizational goals.
14. Assist with other development functions.

Required Knowledge, Skills and Aptitudes:

1. Excellent organizational skills. Ability to multi-task, set priorities and adapt to change.
2. Strong knowledge of Raisers Edge or similar database. Ability to learn and apply technical nuances of sophisticated data management system.



3. Ability to pull reports based on data entered. Understanding of how reports are designed and produced. Ability to use data to forecast trends.
4. Proficiency in Microsoft WORD, Excel, PowerPoint and Outlook.
5. Excellent communication, writing and interpersonal skills, to assure data is collected, entered and reported to meet Department and Organization needs.
6. Ability to work independently and as a member of a team.
7. Ability to work a flexible schedule, which may include some evenings and weekends.

Send Resume to hr@habitatbroward.org

Subject: Fund Development Data and Annual Giving Associate