

## Development Assistant

Habitat for Humanity of Cape Cod, Inc. is seeking a P/T (32hours per week) professional. The Development Assistant will support the Director of Resource Development with a focus on fundraising events and community relations. Experience in fundraising event planning from inception to execution is required. High energy individual with knowledge of local community and businesses. Ability to work with staff and volunteers in a highly collaborative environment. Schedule will include some evenings and weekends as needed for events.

### Responsibilities/Duties

The role of the Development Assistant is to:

- Oversee the planning, promotion, execution and success of all fundraising events including securing sponsors and participants
- Work closely with the Director of Resource Development to maintain relationships in the community including business, faith, foundations, chambers and individuals
- Directly support the activities of Habitat for Humanity of Cape Cod's Faith Relations Committee
- Provide grant reporting to applicable funders
- Other duties as needed by the organization

### Required Knowledge, Skills and Abilities:

- Three or more years of fundraising/non-profit experience
- Experience with event planning and peer to peer fundraising
- Bachelor's Degree with a concentration in business, marketing, public relations or related field, preferred
- Teambuilding skills
- Self- motivated and the ability to work independently and as part of a team
- Excellent computer skills and attention to detail
- Excellent written and verbal communication skills
- Excellent relationship building skills
- Strong ability with social media
- Experience with fundraising database
- Flexibility and sense of humor
- Ability to work with a diversity of people
- Commitment and passion for Habitat for Humanity's mission

**Reports to:** Director of Resource Development

**Job Classification:** Non-exempt/hourly

**Hours:** Thirty- two hours weekly, schedule to be determined with flexibility required for night and weekend events/meetings

### Other information:

Non-exempt/hourly.

Involves handling of confidential information and affiliate resources.

Must have current MA Driver's license, good driving record, vehicle

Position offer will be conditional on a criminal background check and a credit check