



An Equal Employment Opportunity Employer

Development Associate

As the Development Associate, you would support Milwaukee Habitat's mission by maintaining database integrity and supporting fund development efforts. This position is accountable for all database functions including gift processing, acknowledgment, and reporting. The Development Associate contributes to fundraising success by providing event support, overseeing direct mail campaigns, assisting with grant compliance, and supporting the work of various committees.

You will help Milwaukee Habitat for Humanity by leading these critical areas:

Database Management

Gift Processing:

- Collect, sort and total all donations made to the organization, including online, at events and via third party campaigns (e.g. United Way).
- Manage data entry procedures and accurately process gift batches and pledge payments.
- Analyze gifts to determine appropriate campaign, fund, and solicitation. Produce acknowledgment letters and pledge reminders/invoices.

Reporting:

- Reconcile gifts and funds with the Finance Department during month-end close.
- Prepare monthly donation and pledge reports for review by the Development department, Development and Finance Committees, and the Board of Directors.
- Assist Development staff in fundraising projects by creating custom reports as requested.

Event Support

Annual Gala:

- Support the event planner and the planning committee to oversee and track sponsorships, ticket sales, and auction donations.
- Prepare mailing lists for print and electronic save-the-date, event invitations, and sponsorship appeals. Collect RSVP information.
- Prepare solicitation to and manage follow-up with auction donors. Collect and track donated items.
- Interface RSVP and auction information with third-party vendors/software to aid in onsite registration and preparation of the online auction.

Annual Komatsu Supplier Golf Outing:

- Work with the event coordinator at Komatsu to ensure a positive check-in and check-out experience, including onsite collection of donations and auction payments.
- Prepare and send invoices, receipts, and post-event tax documents to participating businesses.

Fund Development Activities

- Manage annual direct mail program. Maintain relationship with third-party vendor(s) to meet all content requirements and deadlines.
- Manage Milwaukee Habitat's annual employee giving and United Way campaign. Develop timeline and materials, in collaboration with United Way loaned executive.
- Support grant reporting by completing Habitat for Humanity International reports for national partnerships.
- Oversee follow-up with businesses and organizations relocating to Milwaukee and/or expressing interest in group volunteer opportunities and corporate sponsorships.
- Support donor stewardship by preparing print and e-newsletter mailing lists and Annual Report data.

Other Duties

- Manage weekly department volunteer(s) by serving as the point of contact and organizing projects in consultation with the Development team and other departments.
- Prepare communications and meeting materials for the Development Committee and Gala Planning Committee.
- Support the Executive Director with Board of Directors and Nominating Committee meeting preparation.
- Other duties and responsibilities as assigned.

Education/Experience: Bachelor's degree required plus two to four years of relevant fund development experience, particularly in database management and event management.

Knowledge/Skills/Abilities:

- Knowledge of fund development strategies and tactics, including donor cultivation, recognition and stewardship
- Demonstrated knowledge of database software (e.g. DonorPerfect), online gift processing tools (e.g. Classy, Facebook), and Credit Card processing tools (e.g. Square)
- Experience working with governance volunteers (e.g. Board of Directors, Fund Development committee)
- Event planning knowledge and experience
- Excellent attention to detail and written, verbal and interpersonal communication skills
- Proficient in Microsoft Office, especially Excel and Word
- Familiarity with finance and accounting practices and software (e.g. QuickBooks) a plus
- Project management skills a plus
- Analyze data and learn complex data entry processes and procedures
- Effectively set priorities to complete tasks in a timely and accurate manner
- Synthesize information and communicate in a succinct manner
- Maintain confidentiality
- Articulate the mission and impact of Milwaukee Habitat to donors, volunteers and other stakeholders

Benefits: Health, Dental, Vision, Life insurance, Disability insurance, Retirement plan, PTO, Paid Holidays, ReStore discount

Milwaukee Habitat for Humanity affirms its social and legal commitment to promote an atmosphere and environment that recognizes the principle and practice of equal employment opportunity. Milwaukee Habitat does not discriminate in employment opportunities or practices on the basis of race, color, religion, gender, national origin, age, disability, sexual orientation, status with regards to public assistance, membership or activity in a local commission or citizenship status, or any other characteristic protected by law.