



www.sandiegohabitat.org

Job Opportunity

Grant & Events Coordinator

FULL-TIME, nonexempt, hourly range \$24-\$27 per hour depending on qualifications

Generous benefits, supportive work environment, great colleagues, meaningful work

Candidates interested in applying for this position should review the essential job responsibilities and qualifications outlined below, and email salary requirements, current resume and letter of interest (see last page for detail) to jobs@sandiegohabitat.org

San Diego Habitat for Humanity is seeking a highly motivated and self-directed individual with strong interpersonal and organizational skills who is looking to work with a high-functioning fundraising team doing fulfilling work

JOB SUMMARY: The Grants and Events Coordinator assists with the execution of the annual grants calendar and coordination of special events and stewardship gatherings. They will assist with submission of grant applications and reports, grant tracking, and research, as well as events logistics, organization, and execution. This role will support the efforts of the Development Team by executing stewardship activities and working cross-departmentally to ensure clear communication and implementation that increases engagement and contributed-income for the organization.

Benefit Details

- ✓ Generous health, dental, vision benefits
- ✓ Retirement Plan + Employer Match
- ✓ Life insurance, Flex Savings Accounts, EAP
- ✓ Supplemental life, accident, critical illness
- ✓ 15 days Paid Time Off per year and 12 Paid Holidays+4 paid days off at year-end
- ✓ Leadership committed to an inclusive and supportive work culture

MISSION/What We Do: San Diego Habitat for Humanity brings people together to build homes, communities, and hope. Habitat was founded on the conviction that every man, woman and child should have a simple, decent and affordable home to live in dignity and safety.

Essential Job Responsibilities Include but are not limited to:

Grant Support & Resource Development

- Timely submission of grant applications, impact reports, and tracking of grants in Constituent Resource Management (CRM) (Raiser's Edge)
- Habitat for Humanity International (HFHI) corporate partner applications, requests for funding, and reports
- Respond to inbound inquiries for grants and special events with accurate partnership information
- Support the Development Team with group volunteer bookings and generating memorandums of understanding (MOU) for complex partnerships
- Coordination of In-Kind Gifts for special events and programs
- Assistance with sponsored group build days and special events on site

- Coordinate the timely completion of funding partnership stewardship and build day deliverables
- Generate acknowledgment letters on a weekly basis for individual, corporate, and foundation donors

Events

- Assist with planning and logistics of signature fundraising events and stewardship gatherings including, but not limited to: Women Build, Veterans Build, Taste of Home, Legacy Luncheon, Home Dedications, Wall-Raisings, and donor meet-and-greets
- Export invitation lists and coordinate sending of invitations via email (MailChimp), or U.S. mail
- Track RSVP's and respond to participant inquiries
- Enter registrations into Classy and Blackbaud's RENXT database
- Solicit for donations of goods and in-kind support for raffles, incentives, and silent auction items
- Coordinate set-up, design, food and beverage, event break down and follow up.
- Maintain inventory of special events supplies
- Coordinate the prompt and accurate delivery of sponsor benefits including recognition, program listings, and donation acknowledgments and receipts

Administration

- Produce reports as needed for budgeting, planning, and tracking
- Complete expense reports and mileage logs in a timely and accurate manner

QUALIFICATIONS:

- Ability to successfully perform the essential responsibilities of the position
- Minimum of one year of professional nonprofit experience or professional marketing/writing
- Experience with volunteers or customer service preferred
- Proficient in Windows based Constituent Resource Management (CRM database) software, Microsoft Office Suite
- Demonstrated success working in a team environment

REQUIRED SKILLS/KNOWLEDGE/ABILITIES:

- Strong critical thinking skills, adaptive, solutions-oriented and creative problem-solver
- Self-starter with solid planning and organizational skills and keen attention to detail
- Ability to work in a fast-paced environment and manage competing priorities and complete tasks on time while maintaining positive regard for others
- Proven personal and written communication skills including the ability to express ideas clearly and effectively with demonstrated presentation and public speaking skills
- Must have exceptional, authentic, and professional interpersonal skills for interaction with funders and volunteers
- Must be able to appropriately communicate with all internal and external stakeholders and maintain a professional demeanor at all times
- Ability to demonstrate a high level of ethics, integrity, diplomacy and initiative
- Commitment to nonprofit service with an interest in advancing the critical call for affordable housing in San Diego County
- Demonstrate good judgment, tact, and tolerance of differing points of view, cultures, life experience and beliefs, and socio-economic backgrounds.

EDUCATION:

- Combination of professional work experience and results, skill and/or education

LANGUAGE SKILLS:

- Ability to read, write, and speak English fluently

PHYSICAL REQUIREMENTS:

- Ability to continuously stand or walk

- Ability to bend, reach, climb stairs and lift frequently
- Ability to lift up to 25 pounds occasionally
- Ability to occasionally stand for sustained periods of time
- Ability to sit a desk for a sustained period of time
- Ability to verbally communicate clearly in-person and on the telephone
- Ability to type using a computer keyboard and visual acuity to view a computer monitor

WORK ENVIRONMENT:

- Likely hybrid schedule of 'work from home', and work at business office in San Diego.
- Fast paced and open office working environment with multi-level distractions
- Average 40 hours during business work week (M-F) and hours (8-5)
- Ability to work occasional early mornings, evenings, and weekends when necessary for events and specific projects

SPECIAL CONDITIONS:

- Must be able to pass background check *(In accordance with state and county law: convictions do not necessarily rule out employment, it depends on the nature and severity of the conviction and is evaluated on a case by case basis, check is conducted on last 7 years only.)*
- Valid California Driver's License and good driving record preferred
- Ability to drive within the San Diego region for onsite/field locations and events

To apply, email the following to jobs@sandiegohabitat.org:

Subject Line: “*Grants & Events Coordinator*”

- **Letter of Interest and Resume**
- **Salary Requirements**

**Join a team that works hard, cares about each other and enjoys
the positive impact our work makes in San Diego!**

Benefits include paid time off, holidays, retirement match, medical, dental,
vision & life, Flex Savings Accounts, employee assistance program.

San Diego Habitat for Humanity is an equal opportunity employer. San Diego Habitat strives to reflect the diverse community it serves. Applicants who contribute to this diversity are strongly encouraged to apply. Reasonable accommodation is available for qualified individuals with disabilities, upon request.