



Austin Habitat for Humanity is the forward-thinking Affordable Homeownership provider in the Austin area. Through faith in action, we engage the community in building homes, community, and hope. Join our service-oriented team to help build a better Austin.

AHFH MISSION

Seeking to put God's love into action, Austin Habitat for Humanity brings people together to build homes, communities, and hope.

VISION

A world where everyone has a decent place to live.

OUR CORE VALUES

Forward Thinking
Collaborative
Service Oriented

COMPANY PAID BENEFITS:

- 100% employer-paid medical, dental, vision, short-term, long-term disability
- 12 paid holidays/year
- 10 paid vacation days/year
- 10 paid sick days/year
- 3 personal time off days/year
- 401(k) retirement savings plan with employer contribution
- 20% employee discount on ReStore purchases

JOB SUMMARY:

Austin Habitat for Humanity is seeking a dedicated Donor Relations Coordinator to join our dynamic team. In this role, you'll be the driving force behind our fundraising efforts, ensuring that every donation is processed accurately and every donor is shown sincere appreciation. From developing innovative stewardship plans to analyzing donation trends, you'll play a crucial role in fostering strong relationships with our supporters.

Link to apply: [Donor Relations Coordinator](#)

AGENCY EXPECTATIONS:

- Acts as a role model within and outside the Agency

- Adheres to Agency policy and procedures
- Maintains a positive and respectful attitude and upholds organizational core values
- Works in collaboration with supervisor and staff to implement organizational strategic goals
- Demonstrates self-motivation, flexibility and efficient time management

DUTIES AND RESPONSIBILITIES:

- Manage a comprehensive and impactful donor stewardship plan to cultivate and retain supporters.
- Analyze existing and perspective donors, donation trends, and conduct research to uncover opportunities for engagement and growth.
- Serve as a subject matter expert for our CRM Tool, Raisers Edge, and all integrated software systems including volunteer management, email, and accounting platforms.
- Develop and update policies and procedures to ensure the integrity and accuracy of donor data.
- Provide ongoing staff support and training for software platforms, maintaining a high standard of proficiency among team members.
- Identify and implement operational efficiencies through streamlined business processes and automation.
- Stay informed about product issues and developments, recommending enhancements to improve systems and capabilities.
- Process incoming donations promptly and prepare thank-you letters to donors on a daily basis.
- Generate weekly and monthly donation reports for reconciliation with the Accounting Department.
- Maintain professional communication with donors and sponsors, ensuring timely and efficient response to inquiries and requests.
- Assist with fundraising events hosted by Austin Habitat for Humanity.
- Develop a deep understanding of the organizations development programs and actively support their enhancement and success.

MINIMUM EXPERIENCE REQUIREMENTS:

- Two years of experience in non-profit development.
- Experience in using CRM systems.
- Understanding of fundraising support services, from prospect identification to donor stewardship.
- Strong organizational, verbal, and written communication skills.
- Proficiency in Microsoft Office 365 applications, including Teams, Word, Excel, Power Point and OneDrive.
- Collaborative mindset with the ability to work effectively within and across teams.
- Analytical mindset with a passion for identifying trends and insights from data.
- Ability to empathize with various donor motivations.
- Belief in the mission of Austin Habitat for Humanity to provide stable and affordable homeownership opportunities.

PREFERRED EXPERIENCE REQUIREMENTS:

- Proficiency with Blackbaud Raiser’s Edge NXT web view and database view.

OTHER:

- Position requires employee to provide reliable transportation, proof of driver’s license and auto insurance
- Criminal records and reference checks are required prior to an offer of employment

COMPENSATION:

- \$50,000 commensurate with experience and qualifications

AMERICANS WITH DISABILITY SPECIFICATIONS PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position.

While performing the duties of this role, the employee is required to spend the majority of the day on their feet; required to stand, walk, sit, use hands and fingers to handle or feel objects tools or controls. They will reach with arms and hands, climb stairs, balance, stoop, kneel, crouch or crawl, talk or hear, taste and smell. The employee must occasionally lift and/or move up to 25lbs. Specific vision, color vision, peripheral vision, depth perception and the ability to adjust focus are required.

WORK ENVIRONMENT:

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to prevailing weather conditions. The noise level in the work environment is usually moderate.

Austin Habitat for Humanity is an Equal Opportunity Employer. We are committed to the policy of equal employment opportunity in recruitment, hiring, career advancement, and all other employment practices.