

# Habitat for Humanity of Greater Miami

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## Job Posting: Development Associate

**Location:** 3800 NW 22nd Ave, Miami, FL 33142

**Department:** Development

**Reports To:** Chief Development Officer/ Future Director of Philanthropy

**Employment Type:** Full-Time | Non-Exempt

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## Making an Impact with Habitat for Humanity of Greater Miami

Do you thrive in a collaborative environment? Are you passionate about helping others and want to contribute to providing homeownership opportunities for families who dream of owning their own home?

Habitat for Humanity of Greater Miami is seeking a motivated and skilled **Development Associate** to provide high level administrative support to the Development Department to support fundraising efforts and donor relationships. This includes reporting, grant opportunity research, donor communications and technological support.

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## What You'll Do

### Donor support

- Assist in Researching and Stewarding individual donors together with Director of Philanthropy including quarterly touch points.
- Schedule donor meetings for Director of Philanthropy and CDO.
- Track and follow-up on Home Sponsorship process from signed agreement to tax credit documentation, signage, number of volunteer opportunities, Dedications, etc.
- Assist in preparation of personalized donor acknowledgements.
- Maintains Development Department calendar.
- Provides additional support to corporate volunteer efforts (Sponsor Builds and Team Builds) including hosting Team Builds, sending pictures and certificates to Team Builds after events.
- Track and follow-up on Prospects and donors in conjunction with CDO for Board members, CEO and Chief Development Officer.
- Assistance in researching grant resource announcements and funding opportunities.

### **Administrative support**

- Back-up in preparation of Board of Director, Executive and Development Committee agendas, Power Point presentation, reports, send calendar invites for meetings.
- Back-up to Input gifts and constituents in Raiser's Edge as well as regular database maintenance.
- Back-up to Prepare donor lists from Raiser's Edge for appeals done through Habitat International (HFHI)(Collaborative Operating Model (COM)) and track results.
- Prepare expense reports.
- Prepare tax credit monitoring report by collecting invoices for homes for sponsors using tax credits.
- Volunteer Hub support as necessary.

### **Event Planning Support**

- Supports event planning and execution of Hard Hats & High Heels cocktail, Golf tournament, and other events as appropriate.
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## **Qualifications**

### **Education and Experience:**

- Associate or bachelor's degree in a related field
- A minimum of three years' experience in an administrative position, preferably in a not-for-profit development office

### **Skills & Requirements:**

- Proficiency in Raiser's Edge preferred
  - Proficiency in Microsoft Word, Excel, PowerPoint required
  - Very detail oriented, well organized
  - Excellent written and verbal skills
  - Flexibility in work hours, some evenings and Saturdays required
  - Must have reliable transportation and a valid driver's license with a clean driving record.
  - Must be legally authorized to work in the United States. (e.g., U.S. citizen, permanent resident, authorized to work under U.S. law).
  - Ability to work in a team-oriented, mission-driven non-profit environment.
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We build strength, stability, self-reliance and shelter.

## Why Join Habitat for Humanity of Greater Miami?

We believe that taking care of our employees is just as important as taking care of our community. That's why we offer a competitive and comprehensive benefits package for all full-time employees.

### Highlights of Our Benefits Package:

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**Compensation: \$60,000 to \$65,000, commensurate with experience**

### Medical, Dental & Vision Insurance

- Affordable bi-weekly premiums for individuals and families
- Employer contributions toward employee and dependent coverage

### 403(b) Retirement Plan with Employer Match

- Eligible for matching after one year of service
- Matching contributions up to 5% after seven years

### Disability and Life Insurance

- Company-paid life insurance equal to one year's salary (or \$50,000, whichever is higher)
- Short- and long-term disability coverage provided at no cost

### Paid Time Off and Holidays

- 17 to 22 PTO days annually for non-exempt staff
- Paid holiday schedule including **MLK Day**, **Juneteenth**, and **Christmas Break** (Dec 22–Jan 2)

### Additional Benefits

- AFLAC supplemental plans available
- A mission-driven culture committed to equity, service, and teamwork

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## How to Apply

Submit your **resume and cover letter** to:

**[careers@miamihabitat.org](mailto:careers@miamihabitat.org)**

Subject: **Development Associate – [Your Name]**



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Applicants will be accepted until the position is filled.

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## About Us

**Habitat for Humanity of Greater Miami** is a nonprofit organization working to build strength, stability, and self-reliance through affordable homeownership. By partnering with families and the community, we help create long-term change one home at a time.

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## **Habitat for Humanity of Greater Miami is an Equal Opportunity Employer.**

We celebrate diversity and are committed to creating an inclusive environment for all employees.

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