

The Coastal Empire Habitat for Humanity Inc, serving Chatham County in south-east Georgia and that area's premiere affordable homeownership non-profit, is seeking a full-time Fundraising and Marketing Coordinator to join its experienced and motivated team.

PURPOSE OF POSITION:

To coordinate and execute fundraising and marketing activities for Coastal Empire Habitat for Humanity (CEHFH) so that the affiliate's mission statement of "Seeking to put God's love into action, the Coastal Empire Habitat for Humanity brings people together to build homes, community and hope" is enacted. Under the direct supervision of the Executive Director, the Fundraising and Marketing Coordinator supports fundraising and special events and marketing. The Fundraising and Marketing Coordinator is a key team member in the CEHFH organization.

GOALS:

- Meets fundraising revenue goals established in collaboration with the Executive Director and Board of Directors.
- Leads the development and implementation of strategies to achieve defined goals, as agreed upon with the Executive Director.
- Creates and leads processes that systematically engage staff and volunteers to contribute to fundraising success.
- Develops and manages the affiliate's marketing, public relations, and communications strategy in collaboration with the Executive Director.
- Communicates and collaborates with fellow staff members to understand and meet fundraising and marketing objectives within the larger operation.

QUALIFICATIONS AND SKILLS:

1. Commitment to the goals and mission of Habitat for Humanity.
2. Relevant bachelor's degree.
3. 2-4 years fundraising and marketing experience with a proven track record of gift solicitation and marketing.
4. Ability to think strategically, both individually and as part of a team.
5. Excellent oral and written communication skills, including a willingness and ability to speak to large, public groups.
6. Strong organizational skills.
7. Highly proficient in MS Word, Excel, and Outlook. Experienced in Canva (or equivalent publishing program) and Adobe Acrobat. Experienced user of social media platforms such as Linked In, Instagram, and Facebook.
8. Possesses relationship-building skills necessary to motivate volunteers.
9. A positive role model and team player.
10. Trustworthy.

IDEAL CANDIDATE:

Ideal candidates for this position received their bachelor's degree within the past five years and have worked two to four years in a fundraising support position with additional marketing duties. They are ready to take on more responsibility, to work alongside key leaders, to contribute new ideas while maintaining proven processes, and to represent a well-respected organization in the community. They are disciplined in their approach. They understand the unique desires of corporate, individual and business donors. And, they are respectful of the essential roles carried out by board members, fellow

staff, key executives, and volunteers. Candidates for Fundraising and Marketing Coordinator have a “whatever-it-takes” perspective on philanthropy, ensuring the mission of the organization is their top priority.

APPLICATION PROCESS:

Persons interested in applying for this position are encouraged to submit a cover letter and resume by email to executivedirector@habitatsavannah.org by March 27th 2018. Equal Opportunity Employer.