



Development Administrative Assistant needed for Habitat for Humanity of San Antonio, a large non-profit, single-family homebuilder and social service provider. If you are a fun, energetic, person with great organization, follow-through and people skills and are looking for a meaningful job, with good pay, GREAT benefits, and a stable employer, we could be the place for you!

We work hard but celebrate families so we offer unique benefits like being closed from Christmas Eve through New Year's Day as PAID holiday leave! We offer a reasonable work schedule, paid vacation, paid sick leave, a great retirement plan with a generous employer match, paid employee health insurance with generous cost-sharing for dependent health, and many other benefits to help our employees take care of their own families.

Position duties include:

- Maintain Bloomerang (Customer Relationship Management (CRM) and other software platforms – input constituent data and donations (with accuracy and swiftness), produce acknowledgement letters, pull reports, etc.
- Provide administrative support to Development team
- Order and maintain promotional and communications materials
- Support Development team with sponsor recognition, reporting and content creation
- Assist with Habitat's fundraising and outreach events
- Take pro-active role to support Development team through data analytics

Qualifications include:

- 1-3 years experience in database coordination
- Experience with Bloomerang or other similar Customer Relationship Management (CRM) tool preferred
- Strong written and oral communication skills in English (Spanish preferred too)
- Understanding of fundraising support services ranging from prospect identification through donor stewardship
- Goal and team oriented with a positive attitude, a good sense of humor and great people skills
- Ability to handle multiple tasks simultaneously, work under pressure and meet deadlines with minimal supervision.
- Great organizational skills with proficiency in producing timely work, adherence to policies and procedures and detail oriented with a big-picture view.
- Excellent internet and computer skills including established proficiency and independent operation and utilization of Microsoft Office software programs including Word, Excel, PowerPoint, Publisher, Outlook, Adobe Acrobat Pro and a variety of other communication platforms.

This full-time position generally works Monday-Friday. Normal office hours are 8:00 a.m. – 5:00 p.m. however there is occasional evening and weekend work scheduled. Habitat offices, facilities, job-sites and vehicles are all smoke and tobacco free environments. Selected candidate will be joining a highly effective, efficient, and high performing team!

EOE. Interested candidates should submit a cover letter, resume, and preferred salary range to: Attn: DA

- By email with "DA" in the subject line to jobs@HabitatSA.org, OR
- By fax to (210) 223-5536, OR
- By mail or delivery to Habitat's administrative office to Attn: MA, 311 Probandt, San Antonio, TX 78204

Filling this position is a priority so please apply promptly! The job posting will close if and when a suitable candidate is hired. For more information, please visit HabitatSA.org.