



Position: Communications and Development Coordinator
Starting Salary: \$35,000
Full-Time, Memphis, TN

This position will be responsible for duties involving the administration of development activities, communications, special events, and volunteers.

Roles & Responsibilities

- Coordinate event logistics, including vendor research and solicitation, registration and attendee tracking, presentation and materials support, event design and setup, and pre- and post-event evaluations
- Coordinate and monitor events and development activities timelines and ensure deadlines are met
- Maintains donor and volunteer database and generates reports
- Assists Donor Relations Manager with donor cultivation and acquisition
- Generates timely donor thank you letters and tax statements
- Assists Communications manager with media and website content for Memphis Habitat and ReStore
- Assists Volunteer Engagement Manager with volunteer program logistics and timelines
- Monitor budgets and ensure they are adhered to
- Flexible and willing to perform other duties as assigned

Position Type and Expected Hours of Work

This is a full-time position. Days and hours of work are Monday through Friday, based on the needs of the business. The work week may vary (Tuesday-Saturday) seasonally. Evening and weekend work will be required as job duties demand.

Education & Work Experience

- Bachelor's degree in nonprofit administration, communications, marketing, or related field or 2 years of related experience
- Advanced knowledge of Microsoft Office preferred.
- Experience with donor management databases/customer relationship management (CRM) databases preferred. Salesforce experience a plus.
- Special event planning and social media experience preferred.
- Experience with photography, Adobe Suite and other design/video production software a plus.

How to Apply

Applicants should send a resume and cover letter outlining how they meet the specific requirements of the position to habithr@memphishabitat.com. Make sure to include the position title in the subject line of the email. **No phone calls please.**

While we sincerely appreciate all applications, only those candidates selected for interview will be contacted. Please note the selected candidate will be required to meet employment verification requirements, pass pre-employment screenings, background checks, and sex offender registry checks.

About Habitat for Humanity of Greater Memphis

Habitat for Humanity's vision is a world where everyone has a decent place to live, and since 1983, Habitat for Humanity of Greater Memphis has been working to realize that vision in Shelby County. Memphis Habitat partners with people in our community to help them build or improve places they can call home through new home construction, rehabilitation work and Aging in Place home modifications for seniors. Our employees enjoy a relaxed work environment and a real opportunity to make a difference in our community.



Habitat for Humanity is pledged to the letter and spirit of the U.S. policy for the achievement of equal housing opportunity throughout the nation. We encourage and support an affirmative advertising and marketing program in which there are no barriers to obtaining housing because of race, color, religion, sex, handicap, familial status, or national origin. Habitat for Humanity is an equal opportunity employer.