



Habitat for Humanity[®]

of Wake County

Serving Wake and Johnston Counties

Development Office Assistant:

Habitat for Humanity of Wake County needs a Development Office Assistant to provide administrative support to our Development Department. This is a volunteer position that requires a commitment of approximately 20+ hours a week.

Ideal candidate would have background in office administration, data entry, database management; should have accurate typing and computer skills; and must enjoy working in a learning environment. Please submit cover letter and resume to our Community & Volunteer Engagement Manager Christin Murphy (christin.murphy@habitatwake.org)

Our ideal volunteer candidate:

- Is comfortable working in a database and running reports
- Is comfortable using Microsoft Excel spreadsheets and mail merge
- Has some experience with Raiser's Edge database, or feels they can learn quickly
- Can move seamlessly between digital records and paper records

Your tasks might include:

- Entering check gift batches into Raiser's Edge (daily)
- Entering online gift batches into Raiser's Edge (weekly)
- Entering draft/unique gift batches into Raiser's Edge (monthly)
- Producing acknowledgement letters (weekly)
- Merging letters and distributing to signers
- Merging envelopes
- Stuffing and mailing signed letters
- Verifying matching gift requests for employers
- Entering in pledges into Raiser's Edge upon receipt
- Producing pledge reminder letters (quarterly)
- Stuffing and mailing signed letters

Dress Code:

- Business Casual

Reports To:

- SVP of Resource Development