



## JOB DESCRIPTION

Revision Date: July 9, 2007

<b>Job Title &amp; Position Number:</b>
<b>Major Gift and Donor Coordinator</b>
<b>Job Summary/ Duties:</b>
<p>The Major Gift and Donor Coordinator is responsible to implement and grow Habitat's fundraising program in Africa and the Middle East (AME) from international donors: major donor, US, Canada and European based Habitat Affiliates and individuals, meeting set fundraising targets annually. Annual target will begin in the \$3-6 million annually. The Major Gift and Donor Coordinator will report to AME Resource Development Manager. Key duties and responsibilities include but are not limited to:</p> <p>STRATEGY &amp; PLANNING:</p> <ul style="list-style-type: none"><li>- Develop the major donor, individual and Habitat Affiliate fundraising strategy and annual operation plans, providing appropriate fundraising targets and forecasts for AME general fund as well as specific country programs;</li><li>- Lead the implementation of details fund raising strategies to reach set targets annually;</li><li>- Analyze on quarterly, semi and annual basis, reporting to AME Directors and HFHI headquarters.</li></ul> <p>DONOR CULTIVATION: (new and upgrading donors)</p> <ul style="list-style-type: none"><li>- Form professional working relationships with development staff in HFHI, AME National Offices and Habitat Affiliates worldwide in order to promote AME programs and projects.</li><li>-Research and maintain detailed donor profiles including donor interest, fundraising capacity, history of giving and engagement history.</li><li>- Establish systems for communication with all prospective and existing donors;</li><li>-Produce relevant marketing materials to promote AME programs with targeted donor constituencies.</li><li>-Prepare fundraising proposals for major donors and Habitat Affiliates coordinating inputs from program, finance and human resources departments at the AME Area Office level as well as the country program level.</li><li>- Oversee the cultivation of donors and manage cultivation events (e.g. Major Donor GV teams/visits by HFH AME representatives to U.S./Canada/Europe/Asia Pacific)</li><li>-Attend relevant events to increase visibility of AME focus programs and promote donor partnerships</li></ul> <p>DONOR RECOGNITION: (existing donors)</p> <ul style="list-style-type: none"><li>- Manage monthly donor data for easy reference, manipulation and sharing with appropriate country constituencies.</li></ul> <p>Segment donors and maintain year round donor contact calendar based on segment, ensuring all donors receive quarterly communications.</p> <ul style="list-style-type: none"><li>- Coordinate thank you calls from Area Vice President and National Directors and other HFH representatives to donors.-Produce appropriate recognition materials to acknowledge contributions, appropriate to donor segment.</li></ul> <p>Make calls to thank donors on a monthly basis.-Work in close collaboration with the rest of the regional Resource Development and Communications team to identify synergies and coordinate donor outreach.</p> <ul style="list-style-type: none"><li>- Be responsible for all donor care, maintaining and nurturing all pan-regional and multi-country partnerships;</li></ul> <p>INFORMATION MANAGEMENT:</p> <ul style="list-style-type: none"><li>- Liaise with relevant staff to develop and maintain accurate donor records;</li><li>- To DONOR REPORTING</li><li>-Ensure that there is appropriate and timely reporting to all donors and sponsors;</li><li>_Write and edit proposals for donors, coordinating inputs of relevant HFH AME stakeholders</li></ul> <p>CAPACITY DEVELOPMENT OF NATIONAL FUNDRAISING STAFF</p>

- Assist in recruitment, placement, training and mentoring of NO staff responsible for fundraising activities;
- Develop training materials, conduct training sessions/ workshops and provide support and training to ensure better fundraising and compliance with donor relationship management;

OTHER:

- To promote and maintain Habitat's name and activities;
- To undertake any other reasonable duties as designated by the AME RD Manager or RDC Director

**Department:**

AME – RDC Department

**Reporting to:**

Resource Development Manager

**Job titles reporting to this position:**

No job titles report to the Designated Donor Coordinator.

**Knowledge, Skills and Abilities:**

5-7 years experience in Resource Development in a variety of settings.  
Experience initiating a successful resource development and proven record of success in raising funds or increasing sales.

Experience working in international development.

Familiarity with Africa and/or Middle East regional issues

Willingness to communicate and affirm the Christian roots and principles of HFHI;

Strong organizational skills and excellent writing, verbal communication and presentation skills.

Ability to work and live in cross-cultural setting

Creativity (in developing profitable fundraising activities and materials)

Excellent interpersonal skills

Experience in proposal writing and preferably logical framework

Knowledge and Skills:

- Experience and appropriate training in program development planning, monitoring and evaluation practices.
- A good and up to date understanding of development issues, practices and principles.
- Basic knowledge and skills on the research process.
- An understanding of the proposal development.
- Excellent analytical skills, applied in organizational and developmental problem-solving.
- Strong written and verbal communication and organizational skills.
- Willing and able to travel 40%, and work outside of normal office hours, as and when required.
- Competency in Microsoft Word, Excel, Access and Powerpoint.
- Experience in data management and data analysis

Competency and Abilities:

- Strategic thinker.
- Strong organizational skills
- Effective leadership and team building skills.
- Ability to influence through the building of a case and persuasion.
- Strong organizational skills with ability to manage multiple projects simultaneously.
- Good Communication skills – both oral and written.
- Ability to work with other cultures.
- The flexibility and independence to work in a changing and unstructured environment.
- Ability to work interdependently within a team.
- Creative and innovative.
- Ability to think critically.

Languages:

- Fluency in English
- French, Arabic or Portuguese language skills are an advantage.

Preferred:

- Africa and Middle East experience
- IT background
- Financial planning and budgeting skills

<b>Interactions:</b>	Interact with AME Area Office staff, HFHI RD & Global Team, HFH entities (NO and branches). Will work cooperatively and solve problems with the internal HFH team to maximize resources development growth.
<b>Organizational level(s) impacted: (e.g.: AME staff, National Directors, HFHI staff, etc.)</b>	AME Staff, National Offices, Affiliate Staff, HFHI Staff, National Directors, Regional Directors/team.
<b>Budget/Financial Level/Stewardship and Financial Discretion:</b>	Interact with others to exchange opinions, ideas and concerns with considerable discretion on matters of complex technical, operational, financial or legal status. Exercise judgement in making financial transactions such as fund-raising and contract negotiation within the context of an approved budget and procedures
<b>Working Conditions:</b>	Work from the area office. Travel up to 40% of time in the Region and elsewhere as needed, including contexts experiencing socio-political instability.
<b>Planning &amp; Leadership Impact:</b>	Responsible for management, planning and evaluation of multiple units.
<b>Policy Level Impact:</b>	Regularly formulates, proposes and interprets policies which impact defined unit or program.
<b>Experience Required:</b>	Five to seven years of social development and fundraising experience. Preferably 5 or more year's experience within the Africa/Middle East Area. A history of effective HFH service is a preference.
<b>Education Requirement:</b>	A Bachelor degree
<b>Notes/Other:</b>	