



Development Assistant

Organization Overview: Habitat for Humanity Greater Birmingham is a non-profit dedicated to providing affordable housing solutions for low-to-moderate-income families in Jefferson, Shelby, St. Clair, and Walker counties.

Role Overview: The Development Assistant is a temporary, part-time position and will be responsible for managing all aspects of volunteer scheduling and communication, design and marketing needs for events and dedications, and handle various administrative tasks to support the Development Department. This role will work closely with the Vice President of Development and other staff.

Key Responsibilities

Volunteer Management:

- **Scheduling:** Coordinate and schedule individual, community, and corporate groups, including HFH sponsors.
- **Calendar Management:** Maintain and update the volunteer calendar on the shared drive
- **Communication:**
 - Send initial confirmation to groups, including date, time, and instructions. This will include invoices and access codes for corporate challenge groups.
 - Two weeks out: provide site addresses, collect t-shirt sizes (for pick-up or on-site), reconfirm headcount, and ensure waivers are signed.
 - Week of engagement: Reconfirm headcount and order lunch for corporate challenge groups
- **Construction Coordination:**
 - Reconfirm headcount and communicate any changes the week of the build.
 - Take and upload photos to Dropbox, sharing the link with volunteer groups.
- **Administrative:**
 - Maintain inventory of volunteer supplies, including check-in sheets, waivers, and t-shirts.
 - Management of VolunteerMatrix database, including creating slots, updating addresses, and creating access codes.

Design & Marketing:

- **Event Signage:** Send correct verbiage to Fast Signs for proofs, get final approval by VP of Development, and send to print.
- **T-shirts:** Send sponsor names and get final approval of HFH shirts, as well as arrange delivery to ABC 33/40 for distribution.
- **Produce a quarterly e-newsletter,** including end-of-year appeal and annual impact report.

Events & Dedications:

- **Order refreshments** for home dedications
- **Set-up for home dedications,** including table, tablecloth, balloons, bibles, keychains, and books.
- **Update/print programs** with correct address, sponsor, and homeowner information
- **Logistics:** Coordinate all logistical aspects for HFH

Requirements

- **Basic graphic design skills** (proficiency in Canva, Illustrator, or Photoshop).
- **Familiarity with social media platforms**
- **Strong organizational skills** and the ability to thrive in a fast-paced, collaborative environment.
- **Creative thinking and effective communication skills.**
- **Ability to work independently and as part of a team.**
- **Access to a vehicle for travel to and from work sites** (mileage reimbursement provided).