



**JOB TITLE:** Development Associate  
**FLSA STATUS:** Exempt Full-time salaried  
**DATE:** 12/14/2009  
**REPORTS TO:** Development Director  
**APPROVED BY:** Executive Director

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### **ORGANIZATIONAL MISSION**

By the grace of God, Wichita Habitat for Humanity, Inc. changes lives by building homes and facilitating successful home ownership with people in need of simple, decent and affordable homes.

### **PRIMARY PURPOSE OF JOB:**

The Development Associate should be fully committed to the mission of Habitat for Humanity as set forth in the affiliate covenant, will work with the Development Director to research, define and cultivate funding sources including foundations, trusts, governments, corporate opportunities and community partnerships, prepare grant reports and maintain grant compliance documentation as well as assist with event planning and donor cultivation and stewardship activities. The Development Director will supervise the Development Associate.

### **ESSENTIAL FUNCTIONS AND PERFORMANCE AREAS - *Other duties may be assigned:***

1. Research and identify funding opportunities and new program areas to match organization's priorities.
2. Write, prepare and submit letters of intent, proposals, grant applications and other related documents to support existing and future program activities.
3. Track, report and maintain compliance as related to grants activities.
4. Develop community partnerships in outlying communities to facilitate expansion of service area throughout Sedgwick County.
5. Assist development director with event planning including donor appreciation events and activities.
6. Assist Development Director on special projects as needed.

### **Resource Development and Grant Writing**

The Development Associate will take primary responsibility, under the direction of the development director, to prepare and submit letters of intent, proposals, grant application and other related documents to support existing and future program activities.

1. Research various grants that are available to Wichita Habitat for Humanity
2. Research supporting statistics and data for grants including analysis of WHFH's funding and proposed funding sources.
3. Prepare, write, submit in a timely fashion, and follow-up on grants to further the strategic plan of Wichita Habitat for Humanity.
4. Generate additional revenues for organization through timely submission of well-researched, well-written, and well-documented proposals.
5. Implement and maintain calendar of funding activities.
6. Engage funding institutions and organizations and solicit invitations for proposal submission.
7. Coordinate with other staff members accurate and timely reports for all grants that have been given to Wichita Habitat for Humanity.

8. Utilize the WHFH's donor database to accurately track proposals, grant applications, funding inquiries and correspondence with funding institutions.
9. Maintain compliance with all local, state and federal regulations as related to grant activities and ensure proper documentation of requirements.

### **Community Development:**

The Development Associate will work with the Development Director and Executive Director to build partnerships in outlying communities to facilitate the expansion of program services throughout Sedgwick County:

1. Network with businesses, churches, civic organizations and businesses in outlying communities to share the mission and vision of WHFH.
2. Develop community volunteer project teams to engage local communities.
3. Cultivate relationships with volunteer project teams and solicit financial support for projects in outlying communities.
4. Make community presentations as requested.

### **Event Planning:**

The Development Associate will assist the Development Director with coordination of fundraising events and donor cultivation activities.

1. Support Development Director with coordination of major fundraising events including sponsorship solicitations and logistics planning.
2. Assist Development Director with organization and execution of groundbreaking, wall raisings and other special events.
3. Support Development Director with planning and execution of donor cultivation and stewardship events and activities

### **Administration and Teamwork:**

The Development Associate will work closely with the program staff to be up-to-date on funding needs and program modifications. Particular focus is to recommend and write grants to address new program areas including AmeriCorps Direct & VISTA, HOME, and SHOP grants. The Development Associate will be required to keep accurate records of grant proposals and solicitations by utilizing the donor database to enter data and create queries and reports.

This is a salaried position and, while full-time employees are expected to put in a minimum of 40 hours per week, it is understood that employees will have a strong commitment to the mission of the organization and will do what is necessary to "get the job done." A significant commitment of time and energy is expected, but employees are expected, but work beyond 45 hours per week should be the exception rather than the rule.

WHFH is dedicated to providing equal opportunity to all qualified applicants without discrimination on the basis of race, color, national origin, religion, gender, age, disability, marital status, sexual orientation, ancestry, veteran status, or pregnancy.

## **KNOWLEDGE, SKILLS, AND ABILITIES REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform, the essential functions of the job.

1. Commitment to the Habitat for Humanity concept as a Christian housing ministry, core values, principles and covenant and willingness to work on a collaborative team.
2. Ability and skill to work with minimal supervision, and willingness to learn new skills.
3. Ability to relate to all types of people and levels in the organization and the general public.
4. Proficient in all Microsoft Office Pro applications include Word, Excel, Access, Publisher, PowerPoint; experience with The Raiser's Edge or other donor management database preferred and ability to understand and utilize computers and other technology
5. Ability to organize and prioritize work and collaborate with staff, volunteers, and committees
6. Ability to communicate effectively, verbally and in writing, including speaking engagements.
7. Broad working knowledge in the areas development, grant writing, administration, and database management.
8. Flexibility and willingness to grow with this role and be present at the job sites.

Skill to research and apply for public and private grants through all possible and appropriate venues, including online; ability to synthesize complex or diverse information, collect and research data, use intuition and experience to complement data and design workflows and procedures; work with and present numerical data effectively, understand and follow detailed written and oral instructions; ability to think creatively; effective communications skills: ability to establish and maintain effective working relationships with staff and the public; ability to express written ideas graphically; listen and seek clarification, respond well to questions in verbal or written form.

## **EDUCATION, TRAINING AND EXPERIENCE REQUIREMENTS:**

*The requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

1. Bachelor's degree in business, communications or related field or experience resulting in equivalent level of knowledge is required.
2. 2-3 years of demonstrated success in fundraising or as a grant writer in a full-time capacity.
3. The candidate must be self-directed, have excellent time management skills and will possess strong communication skills (interpersonal, verbal and written.)
4. Ability to multi-task and be detail-oriented and work well in a team environment
5. Valid driver's license is required if driving to perform company business.

**PHYSICAL CONTEXT AND WORK ENVIRONMENT:**

*The context and work environment described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

1. The employee must possess the physical abilities represented in the Knowledge, Skills and Abilities section above to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
2. The work environment is usually well-lighted, environmentally controlled indoor environment with moderate level of noise. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
3. This is a full-time salaried position and while full-time employees are expected to put in a minimum of 40 hours per week, it is understood employees demonstrate a strong commitment to the mission of the organization and will do what is necessary to "get the job done." A significant commitment of time and energy is expected, but work beyond 45 hours per week should be the exception rather than the rule.
4. Periodic travel is required and some public speaking engagements outside of regular business hours.