



Development Associate Job Opening
Join a great team and offer a hands-up to people in need of affordable homeownership.

Development Associate Job Opening

Employee Type: Full-Time Salary
Industry: Equal Opportunity Employer (EEO): Not for Profit Charitable Social Services
Job Type: Fundraising, Administrative
Education: Bachelor's degree in business, communications, public relations or equivalent
Experience: 2-3 years professional fundraising experience or equivalent
Manages Others: No
Travel: Negligible
Open Date: 12/14/2009
Contact: Send resume with volunteer roles, references, and salary requirements to Miah Schneider, Development Director, at miah@wichitahabitat.org by 12/28/2009.

WHFH is currently seeking to fill the **new position of Development Associate**. The duties include but are not limited to:

- ◆ Research and identify funding opportunities and new program areas to match organization's priorities
- ◆ Write, prepare and submit letters of intent, proposals, grant applications and other related documents to support existing and future program activities and generate additional revenues for the organization
- ◆ Engage funding institutions and organizations and solicit invitations for proposal submission
- ◆ Utilize the WHFH's donor database to accurately track proposals, grant applications, funding inquiries and correspondence with funding institutions
- ◆ Develop community partnerships in outlying communities to facilitate expansion of service area throughout Sedgwick County
- ◆ Maintain compliance with all local, state and federal regulations as related to grant activities and ensure proper documentation of requirements
- ◆ Assist development director with event planning including donor appreciation events and activities
- ◆ Assist Development Director on special projects as needed
- ◆ Other duties may be assigned.

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Wichita Habitat for Humanity, Inc., Administrative Assistant/Receptionist Job Opening, continued:

Job Requirements:

- ◆ Bachelor's degree in business, public relations, communications or equivalent plus 2-3 years fundraising and/or grant writing experience
- ◆ High proficiency in Word, Excel, PowerPoint, Publisher, Access; experience with The Raiser's Edge a plus
- ◆ Excellent time management and communication skills (interpersonal, verbal, and written)
- ◆ Ability and willingness to work with a diverse population
- ◆ Ability and willingness to follow instructions and work fairly independently
- ◆ Ability and willingness to support the ideals and ethics of the Habitat for Humanity program,
- ◆ Valid driver's license and clean driving record.

Organizational Information: Wichita Habitat for Humanity, Inc. is an equal opportunity employer and lender serving as a Christian housing ministry to end poverty housing by providing simple, decent, and affordable homeownership opportunities to low-income households in Sedgwick County, Kansas.

The organization has been an affiliate of Habitat for Humanity International (HFHI) since October 1986. The organization's progress toward the elimination of housing poverty has been:

- ◆ 120 homes built and families equipped with education to be successful homeowners, in partnership with local individuals, families, churches, businesses and other non-profit organizations as fulfillment of the ultimate goal to end substandard and poverty housing in Wichita and Sedgwick County.
- ◆ 66 international families given the keys of affordable homeownership by WHFH sponsoring the construction costs to build HFHI houses worldwide. The WHFH organization accomplishes this by sending a 10% tithe on unrestricted contributions to HFHI and is currently sponsoring homes in Guatemala and Uganda.
- ◆ The organization has grown in service to the local community by 340% in just four years and by 2009 year-end WHFH's first neighborhood development project will be 90% with 38 of 42 homes finished and occupied.