

Position: Resource Development Support Specialist – Habitat for Humanity of the MS Gulf Coast

Resumes accepted by email to jobs@hfhmgc.org. Cover letter along with three professional references with contact information should be included. No phone calls please. Applications will be considered on a rolling basis, and the position will be open until filled.

Primary Role: Habitat for Humanity of the Mississippi Gulf Coast (HFHMGC) is seeking a highly motivated individual and versatile team player to support and assist the Resource Development department with communication and outreach efforts for Habitat for Humanity of the Mississippi Gulf Coast (HFHMGC) and its partners including fundraising, donor outreach, data management, volunteer coordination, marketing, and community relations. The candidate should have strong writing skills and will lead the creation and implementation of the nonprofit's digital marketing strategy. Under the supervision of the Director of Resource Development, the Resource Development Support Specialist will work with members of the Resource Development department to support the organization's initiatives.

Responsibilities:

- Implement digital marketing strategy and manage and analyze organization's online presence to increase outreach and engagement.
- Coordinate production of communications to supporters including newsletters, annual report, and fundraising appeals.
- Assist in the creation of marketing collateral to inform, educate, acquire, and retain constituents. Ensure HFHMGC's brand and message is projected in a consistent and accurate manner.
- Serve various department functions as needed, including, but not limited to, fundraising events, volunteer program and coordination, and administrative duties, including donor database (Salesforce).
- Network with, engage and solicit community members on behalf of organization, as needed.
- Provide support to Leadership Team and Board of Directors, as necessary.
- HFHMGC reserves the right to add or change duties at any time.

Education and Experience:

- Bachelor's degree from an accredited institution; and/or a minimum of 2 years' experience in marketing or graphic design. Other related or relevant experiences (i.e. nonprofit experience) may be considered to satisfy minimum.
- Excellent written and oral communication skills.
- Demonstrated computer proficiency including advanced knowledge of Microsoft Office products (Excel, Word, Outlook, and Publisher).
- Ability to problem solve, work independently and be resourceful.
- Knowledge of CRM databases (Salesforce) a plus.
- Proficiency with graphic design software (i.e. Adobe Suite, Canva).
- Self-motivated individual and team player.
- Demonstrated organizational skills, keen attention to detail and ability to meet deadlines.
- Ability and willingness to work non-standard hours (evenings and weekends) as needed.
- Valid driver's license and reliable transportation to meetings, events and various functions as required.
- Standing, traversing, extended periods of sitting and willingness to travel.

- Commitment to affordable housing and to support Habitat Mississippi Gulf Coast's mission, vision, and values.
- Be a public supporter of Habitat for Humanity of the Mississippi Gulf Coast and represent the organization with positivity and integrity.

Employment Status: Full-Time, salary position at 40 hours per week.