

Position: Development Associate (Salem Area)
Department: Resource Development
Reports to: Director of Resource Development
Status: full-time; exempt

Compensation: \$55,000- \$60,000

Position overview: The Development Associate supports fundraising efforts, donor relations, grant tracking, and marketing communications to advance Habitat's mission.

Key Responsibilities:

Fundraising Support

- Assist with donor cultivation, solicitation and stewardship including event sponsorship
- Maintain and update donor records in DonorPerfect
- Assist with grant writing and reporting

Communications and Marketing

- Create marketing and communications materials for print and digital promotion
- Manage social media channels
- Collect impact stories and photos for use in communications
- Attend meetings, home dedications, and community events

Minimum Qualifications

- 1–3 years of experience in fundraising, donor relations, or nonprofit communications
- Strong written and verbal communication skills
- Proficient in Microsoft Office
- Occasional evening and weekend work required
- Valid driver's license required

Preferred Qualifications

- Experience with graphic design and communications tools (Canva, Constant Contact, etc.)
- Experience with CRM systems (e.g., DonorPerfect, Salesforce)
- Bilingual in English/Spanish

Work Environment and Physical Demands

Work is typically performed in an office setting. Work will require visiting off-site locations including but not limited to Habitat construction sites, businesses, churches, and community venues. Work will also include lifting and transporting media and event equipment (table displays, marketing materials, etc.)

Schedule

- 40 hours a week, including occasional evenings and weekends

Benefits: We offer a comprehensive benefits package that includes:

- Health insurance (medical, vision, alternative care, prescription)
- Dental insurance
- Generous paid time off
- 3% matching 403(b) Simple IRA plan
- Short-term & long-term disability insurance
- Life insurance
- Employee assistance program

How to Apply: Submit the following to Adena Mikkelsen at adena@salemhabitat.org:

- Cover letter addressing why you are interested in working for Habitat for Humanity
- Resume