



*An Equal Opportunity Employer working in a drug-free environment*

## Resource Development Coordinator

Passaic County Habitat for Humanity (PCHFH) is seeking a passionate, self-motivated, and detail-oriented Resource Development Coordinator to join our growing team! In this role, you will report to the Resource Development Manager (RDM) and with a primary responsibility of overseeing the volunteer engagement and coordination efforts of the affiliate. You will also support the RDM in growing corporate financial resources and successful event execution.

Working closely with our Resource Development Manager, this role will be based at our offices in Paterson. This is a hybrid position with a work from home option up to 2 days per week. Efforts will focus on volunteer coordination, corporate engagement, event execution, and furthering PCHFH's overall goal of retention and growth of its donor base.

**Classification:** Salary - Exempt  
**Status:** Full time  
**Supervisor:** Resource Development Manager  
**Salary Range:** \$50,000 - \$60,000  
**Location:** Hybrid - Office and Remote

### **Responsibilities:**

- Oversee organization's volunteer efforts including ReStore engagements, Community Development activities & events, on-site build days, and additional volunteer opportunities.
- Oversee volunteer administration including organizing, scheduling, planning, and directing individuals and groups as you further the mission of the organization.
- Provide support for event planning and execution, including logistics, volunteer coordination, and donor communication.
- Assist the Resource Development Manager with research and identification of potential corporate partners.

### **Who You Are:**

- You are a highly organized individual with a strong work ethic and a genuine interest in supporting PCHFH's mission of providing affordable housing solutions in our community.
- You possess excellent research and data analysis skills, allowing you to contribute to donor prospect identification and development of targeted outreach strategies.
- You thrive in a collaborative environment and enjoy working alongside a dedicated team towards achieving a shared goal.
- You are a strong communicator, comfortable interacting with volunteers, corporations and potential donors via phone, email, and written communication.

### **Qualifications:**

- Bachelor's Degree or equivalent experience in a relevant field.
- Minimum 1-2 years of experience in a related field, with a strong focus on organization and attention to detail.
- Excellent written and verbal communication skills.

- Proficiency in Microsoft Office Suite, with a preference for database software like Salesforce.
- Experience in solicitation of corporate sponsorships especially as it relates to event management.
- Positive and outgoing personality with a passion for building relationships.
- Interest, enthusiasm, and affinity for fundraising and working with people.

**Benefits Include:**

- Company paid healthcare premiums and deductible reimbursement account.
- Company sponsored Life insurance
- Company sponsored Dental and Vision insurance
- Retirement Plan with company match
- Paid vacation and holidays

**To apply:**

Interested applicants should submit a resume and cover letter explaining why you would like to put your skills to work for Passaic County Habitat for Humanity to [jobs@habitatpc.org](mailto:jobs@habitatpc.org) with Resource Development Coordinator in the subject line.

Please no calls. Only candidates selected for an interview will be contacted.