



Resource Development Specialist

Muncie Habitat for Humanity is seeking a detailed, efficient, energetic, and personable individual for the position of Resource Development Specialist. The Resource Development Specialist is responsible for working with the CEO, Resource Development Director, ReStore Director, and volunteer committees to increase private and public funding through donor management, gift processing, and special event fundraising.

EDUCATION High school diploma required, Bachelor's degree preferred.

EXPERIENCE Experience with resource development or non-profit organizations a plus.

REQUIREMENTS Must desire to be a part of something greater than themselves, and can articulate personal fit with the mission of Habitat for Humanity.

- SKILLS**
- Excellent organizational skills, detail oriented.
 - Strong verbal and written communication skills.
 - High level computer skills – experience with Microsoft Office products, database administration, and website administration preferred.
 - Experience with Raiser's Edge or fundraising database a plus.
 - Flexibility to work independently and as part of a team.

BENEFITS Paid holiday and vacation/personal time.

Come and be part of a great organization, which is helping to make a change in Muncie, IN.

APPLY:

EMAIL: info@munciehabitat.org

MAIL: PO Box 1119, Muncie, IN 47308

FAX: 765-289-0592

***Position is Part-Time (Work days/hours vary)

The above job description and statements of duties and responsibilities are intended to describe the general nature and level of the work being performed by the incumbent in this position. This is not an exhaustive list of all duties and responsibilities associated with this position. Management of Greater Muncie, Indiana Habitat for Humanity reserves the right to amend and change responsibilities to meet organizational needs.

Greater Muncie, Indiana Habitat for Humanity is an Equal Opportunity Employer