

Database and Resource Development Assistant

Position Location: Las Vegas, NV

Job Classification: Non-Exempt/Hourly

Job Type: Full-Time

Pay Rate: \$16.00-\$17.00/hr DOE

Benefits: Medical, Dental, Vision & Life Insurance Paid Time Off, Simple IRA Savings Plan

Habitat for Humanity Las Vegas helps families build better lives through affordable housing. Our vision is to build a world where everyone has a decent place to live, which is the essence of the American dream. We do this through homeownership, by building single-family homes throughout Clark County for hard working families earning less than 80% of Area Median Income. Together we build homes, settle families and grow a community of neighbors. Visit our website at: lasvegashabitat.org for more details.

The Database & Resource Development Assistant provides support to the Director of Resource Development & Communications and the Resource Development staff to achieve and advance organizational goals in relation to increasing donors, volunteers and streamlining marketing efforts. This position helps Habitat achieve its mission by maintaining the integrity of organizational data, recording and acknowledging financial gifts, and assisting in tracking and reporting departmental activities. In addition, the position provides administrative support for all fundraising activities/events and volunteer engagement. This person serves as a front-line employee who regularly interacts directly with donors and volunteers and represents Habitat for Humanity of Las Vegas in the community and works to ensure that they receive a positive safe and rewarding experience.

EDUCATION, KNOWLEDGE, AND SKILLS:

1. High School Degree required; Associates Degree preferred.
2. Minimum of 2 years relevant experience required.
3. Experience in working in the non-profit sector is highly desirable.
4. Advanced knowledge of Microsoft Office Suite (Word, Excel, Power Point, Publisher).
5. Excellent written, verbal and interpersonal communication skills.
6. Strong customer service and relationship building skills.
7. Experience with database management. Experience with CRM and Email Marketing databases a plus. (Razors Edge, Donor Perfect, Constant Contact or other).
8. Ability to handle multiple tasks under pressure without losing productivity or attention to detail.
9. Ability to work well not only as part of a small, dynamic team, but also independently.
10. Demonstrates strong judgment skills and attention to detail while meeting targeted deadlines.
11. Assesses the urgency and importance of situations and take appropriate action.
12. Ability to handle confidential matters, is discrete and maintains a high level of professionalism.
13. Ability to use all office machines. (fax, copy, cameras, etc.)
14. Excellent organizational, problem-solving and time-management skills.
15. Professional telephone manner and interaction with individuals at all levels.
16. Must be flexible and adaptable.
17. Exhibit and abide by Habitat for Humanity's values, policies and procedures including integrity, collaboration, adaptability, accountability, punctuality, superior customer service and delivering excellence.
18. A management philosophy that respects the intrinsic value of people and seeks to maximize their potential in the workplace.
19. Passion for the vision and mission of Habitat for Humanity.

REQUIREMENTS

1. Must possess a valid Nevada driver license, clean DMV record, reliable personal vehicle and liability insurance.
2. Must pass a criminal background check and drug screening.

PHYSICAL REQUIREMENTS AND WORK CONDITIONS

1. Must be able to perform essential functions with or without accommodation.
2. Must be able to continuously (67%-100% of the workday) and repeatedly use fingering/fine dexterity, wrist motion, flex wrist, grasp/squeeze, handling/gross dexterity, reach at shoulder or below, hear, talk, and sit.
3. Must be able to frequently (34% - 66% of the workday) reach above shoulder, stoop, kneel, balance, bend, twist body, walk and stand.
4. Must be able to occasionally lift, carry push, or pull a minimum of 20lbs.
5. Occasionally (1-33% of the workday) required environmental conditions, dust, exposure to weather, extreme cold, extreme heat, and loud noises.

To apply, submit a completed job application found on our website or your resume to careers@lasvegashabitat.org

We're an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, age, sex, sexual orientation, gender identity, national origin, veteran or disability status.