



**Title:** Development Administrator  
**Reports To:** Director of Development  
**Location:** Hybrid (80-20 split)  
**Status:** Full-time, Non-Exempt  
**Pay Range:** \$21-\$24 / per hour  
**Benefits:**

- Health insurance
- 401(k) matching
- Paid time off
- Vision insurance
- Dental insurance
- Life insurance

#### **Our Core Values:**

**PASSION** – Be fearless in our steadfast pursuit of just, equitable homeownership opportunities for all

**GRIT** – Draw on our collective sense of purpose, urgency, and determination to get the job done

**SOUL** – Lead with compassion, using both head and heart in every decision we make

**TEAMWORK** – Own our role as change-makers, while inviting others to walk alongside us

**AUTHENTICITY** – Walk the talk, even when no one else is looking

#### **Summary:**

Reporting to the Director of Development, the Development Administrator plays a critical role in sustaining and strengthening Lancaster Lebanon Habitat for Humanity's donor relationships through strategic data management, timely donor recognition, and accurate record keeping. This position ensures that donor information is maximized to drive engagement, support fundraising efforts, and expand the organization's impact. By maintaining a robust donor database, analyzing giving trends, and supporting stewardship initiatives, the Development Administrator helps guide development strategies, donor communications, and special events.

#### **Primary Responsibilities:**

- Manage and optimize the donor database (CRM system), ensuring data integrity, consistency, and adherence to best practices in record keeping and reporting.

- Lead the gift acknowledgement process from intake to correspondence, providing accurate and timely donor receipts and recognition.
- Record and reconcile contributions, prepare deposits, and ensure compliance with financial and audit requirements.
- Coordinate data sharing with Habitat for Humanity International (HFHI) and integrate donor information into the local CRM to enhance stewardship and engagement strategies.
- Analyze donor data and generate reports to inform communications, fundraising campaigns, and donor segmentation.
- Assist in identifying prospective major gift donors by researching and evaluating data, including those sourced through HFHI's collaborative fundraising initiatives.
- Conduct donor research and prepare data reports for development leadership and committees.
- Support development-related committee meetings by scheduling, preparing materials, and capturing action items.
- Manage communications and annual giving for the Carpenters Club donor society.
- Assist in the planning and execution of donor events such as Women Build and the Extraordinary Give, including logistical support and data tracking.
- Contribute to grant efforts by providing research, data analysis, and reporting to foundations.
- Support financial record keeping of gifts, income, and expenses in collaboration with organizational operations.

### **Specifications:**

- Exceptional organizational skills with strong attention to detail and accuracy in record keeping.
- Advanced CRM/database management skills, preferably with Salesforce, with demonstrated ability to create custom reports, analyze donor trends, and leverage data for strategic decision-making.
- Excellent writing and interpersonal communication skills for donor correspondence and internal collaboration.
- Bachelor's degree or equivalent work experience in fundraising, nonprofit management, marketing, public relations, or sales preferred.
- Experience with financial management tools such as QuickBooks is a plus.
- Flexibility to work occasional evenings and weekends as needed for events and donor engagement.

Please send cover letter (required) and resume to [jobs@llhfh.org](mailto:jobs@llhfh.org)

**Lancaster Lebanon Habitat for Humanity** is a nonprofit that builds, rehabs, and repairs homes in partnership with low-to-moderate-income families. Its vision is a world in which everyone has a decent place to call home.

Habitat for Humanity is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, age, religion, sex, sexual orientation, marital status, national origin or disability.

Effective: September 4, 2025