



Habitat for Humanity Buffalo is in search of a Development & Volunteer Coordinator to join our dynamic team. This individual will support Habitat Buffalo's development goals, which includes but is not limited to coordinating volunteers, carrying out fundraising responsibilities, and managing a database of supporters. The Development & Volunteer Coordinator will also oversee the AmeriCorps Program, which will include completing an annual application, soliciting positions, screening candidates, and supervising AmeriCorps Members.

The ideal candidate is someone who has:

- A Bachelor's degree
- 2-3 years experience in a non-profit organization working in development, data management (Salesforce experience preferred), and/or event planning.
- Excellent organizational and time management skills
- Excellent interpersonal and communication skills, and demonstrated written skills

A valid driver's license and availability for occasional evening/weekend work is required.

To apply, please email your resume, cover letter, and salary requirements to development@habitatbuffalo.org.

Habitat for Humanity Buffalo, Inc. is an affirmative action/equal opportunity employer and is committed to respecting diversity and individual differences.