Development Associate Intern

Habitat for Humanity of Ventura County (HFHVC) brings people together to build homes, communities and hope in partnership with those in need. Since our founding, Habitat has built 77 new homes and renovated/repaired hundreds more, building strength, stability, self-reliance and shelter throughout Ventura County.

The Development Associate Intern will apply for grants and fulfill grant contract commitments for corporate, foundation and government grants. This position will also assist with gift processing, updating donor records and pulling mailing lists. This is a 4–5-month internship position while current staff is on medical leave and has the potential to grow into a full-time permanent position.

Position summary

Type: Part-time (15-20 hours/week), Non-exempt
Reports to: CEO
Compensation: Paid Internship
Temporary Position: February – mid-June 2023
Work schedule: Flexible; Monday - Friday
Location: Oxnard, CA with on-site and remote hybrid option

Position Responsibilities

- Complete corporate, foundation and government grants
- Complete Habitat for Humanity International affiliate funding agreements and reporting requirements
- Complete and submit grant reports
- Assist finance team with special contracts, such as CalHome and CDBG
- Conduct research and qualification on potential grantors/foundations
- Maintain “do not mail” list and send updated files to direct mail vendor
- Input donations received into donor management software system
- Pull donor lists per request of CEO or Administrative Assistant or Finance Department

Required Skills and Qualifications

- Must embrace the mission and goals of Habitat.
- Minimum 1-year experience in non-profit fundraising and/or grant writing preferred
- A positive “self-starter” who can work independently with minimal supervision
- Strong organizational skills. Detail oriented.
- Excellent written and verbal communication skills.
- Strong computer skills and donor database familiarity preferred.

To apply:

Send cover letter outlining experience and resume to: heather@habitatventura.org. Applications will be accepted until position is filled. Candidates will be contacted for interviews on a rolling basis. Only short-listed candidates will be contacted. Habitat for Humanity of Ventura County is an equal opportunity employer.