



Position Title: Development Operations Manager

Employment Status: Full Time, Salaried, Exempt

Location: Columbus, OH (on-site 5 days per week)

About Habitat MidOhio

Habitat for Humanity-MidOhio (Habitat MidOhio), is an Ohio non-profit housing organization working to solve the affordable housing crisis in the Central Ohio region. Established in 1987, Habitat MidOhio serves the communities of Franklin, Licking, and Madison Counties.

Mission Statement: Seeking to put God's love into action, Habitat for Humanity – MidOhio brings people together to inspire hope, build homes, empower families, and develop communities.

Vision Statement: A world where everyone has a decent place to live.

Habitat MidOhio's North Star: *We are a leader in connecting people to opportunity and hope through obtaining and maintaining affordable housing.*

About the Role

The Development Operations Manager supports the Development team's strategic annual fundraising efforts. This will be achieved through the maintenance of high-quality, accurate donor and gift data in DonorPerfect and assisting with the identification, qualification, and cultivation of prospective donors. This leadership role will also be responsible for creating and producing reports to measure key fundraising metrics and providing general administrative support to the Development team. The Development Operations Manager will be responsible for database management, annual appeal development and management, special project and event support, and gift acknowledgements. This person will play a crucial role in the Development team's overall success and will report to the Director of Development.

Day to Day:

Donor Database Management, Stewardship Support and Gift Processing

- Maintains constituent names, addresses, and other biographical data according to standard policies, best practices, and established procedures while consistently operating with internal transparency and external confidentiality.
- Builds and runs queries, exports, lists, merges, and reports of constituent and gift data according to operational goals.
- Processes acknowledgements, pledge reminders, and other gift documents promptly and in accordance with stewardship procedures.
- Support donor relations and stewardship activities (e.g., acknowledgements, communications, events, reports, etc.) while ensuring all touchpoints are both tracked and documented.

System Support, Prospect Research & Reporting

- Assists with prospect research and data entry, ensuring research findings are accurately recorded and utilized in donor cultivation strategies.
- Collaborate with Development leadership to generate reports and insights that inform fundraising strategy and performance tracking.



- Provides user support for DonorPerfect which includes but is not limited to assisting in efforts to improve and maintain data quality by keeping accurate, consistent, and complete records of constituents, gifts, funds, appeals, campaigns, events, actions, communications, and other data and/or documents within DonorPerfect.

Administrative & Project Management

- Provides project management support for the Development team, including scheduling donor communication, managing the annual appeal, and maintaining donor stewardship calendars.
- Provides administrative support for the Development Team, including but not limited to answering general calls and emails, ordering supplies and maintaining department calendar.
- Other special projects and duties may be assigned from time to time.

Qualifications & Experience:

What you Bring

- Self-directed and self-motivated with demonstrated ability to take responsibility, manage multiple projects and independently complete tasks in a timely manner.
- Proven planning skills that include the ability to organize, action plan, monitor and coordinate special events and fundraising operations.
- Excellent communication skills in informing, listening, presenting, writing and motivating others.
- Strong yet supportive relationship skills to meet, collaborate, network, build and maintain effective working relationships with donors, staff, volunteers, community groups and other related agencies.
- Commitment to the mission, vision, and values of Habitat for Humanity-MidOhio.
- Available occasional evenings and weekends.

Required Experience & Expertise

- 3 to 5 years of professional experience in Development or Advancement initiatives
 - Preferred: 2+ years of experience in non-profit work or fundraising
 - Preferred: DonorPerfect Experience

Why Habitat MidOhio?

At Habitat for Humanity-MidOhio, we believe in building more than homes - we build communities, partnerships, and hope. You'll join a team that's passionate, purpose-driven, and rooted in service. Here, your work directly impacts lives and helps build a more just, compassionate future.

Compensation & Benefits

- Salary range: \$55,000 to \$70,000 annually + discretionary bonus opportunity
- Paid Time Off program + paid holidays
- Health Care Plan (Medical, Dental & Vision) – a generous portion is paid by Habitat MidOhio
- \$2,500 annual employer-funded Health Reimbursement Arrangement (HRA) account
- Company Paid Life Insurance and Short- and Long-Term Disability
- 401(k) enrollment upon 6 mos. of employment: 50% employer match up to 6% of salary
- Monthly cell phone stipend or company cell phone
- Training & development programs
- Employee Assistance Program (EAP)