# Habitat for Humanity of Charlotte

**Job Description**

# Position Title: Partnerships Coordinator FLSA: Non-Exempt, Full-time

# Department: Development

**Reports Directly To:** Partnerships Manager **Date of Job Description:** November 2018

**Summary:**

The Partnerships Coordinator is a frontline fundraiser who also provides administrative support to the Partnership Manager - and occasionally other members of the Development team.

The primary role of this position is to Identify, qualify, cultivate, solicit and steward new and current corporate and faith donors. In addition to meeting all assigned fundraising objectives, this position also manages administrative responsibilities connected to donor data & reporting, event coordination, mailings, bolstering awareness and building advocacy for the Habitat mission, and any other duties as assigned by the Partnerships Manager. This position will need to be flexible to work some evenings and weekends - when needed and with proper notice - to support Development and affiliate-wide initiatives.

**Key Responsibilities:**

* Identify, communicate with, cultivate, solicit and steward active corporate and faith donors and prospects.
* Work in cooperation with Partnership Manager to meet, and potentially exceed, fundraising expectations and tasks.
* Execute Habitat Charlotte’s current sponsorship process, ensuring all donors receive benefits and recognition in a timely manner, actively engaging them and continuing to move them through the development cycle.
* Execute various aspects of the annual gala, as assigned.
* In conjunction with the Marketing team, prepare and develop materials for invitations and sponsorship cultivation.
* Help to execute corporate and faith-based communication and stewardship plans.
* Represent Habitat in public settings, exercising discretion and judgment.
* Work with board members, leadership and other key volunteers in fulfilling development and advocacy goals.

**Knowledge/Skills Required:**

* At least 2 years’ experience in professional development or fundraising role (or comparable professional setting)
* Strong communication and project management skills
* Ability to speak publicly in front of large corporate, civic, and church groups to solicit financial and volunteer labor donations
* Demonstrated ability to multi-task, plan, organize, and implement multiple projects and meet deadlines
* Command knowledge of Word, Excel, PowerPoint and Outlook
* Experience with relational databases (Salesforce, Raiser’s Edge or similar)
* Key personality attributes: accuracy, enthusiasm for teamwork, positive and proactive attitude, critical thinking, problem-solving, analytical and organized

**Internal Interactions**: Board; development, accounting, construction, communications and ReStore staff  
**External Interactions**: Donors, homeowners, volunteers, sponsors, vendors, communities of faith  
**Physical Requirements:** Ability to work at computer; ability to help set up for special events, some light lifting may be required (<25 lbs.)

**TO APPLY:**

**Please apply** [**online**](https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=41286&clientkey=B9AEBEEC5E3A8BA881D7206574ECB329)