

**Habitat for Humanity of the Charlotte Region
Job Description**

Position Title: Leadership Giving Manager
Reports Directly To: Director of Development

FLSA: Exempt, FT

Department: Development
Date of Job Description: January 2021

Summary: The Leadership Giving Manager oversees all individual giving programs for donors contributing \$1,000 or more annually. This front-line fundraising position will manage a donor-portfolio and work closely with the Director of Development on various campaigns, moves-management strategies, donor segmentation/ranking projects, and designing and executing various programs and events to bolster support for Habitat's ministry.

This position will support the Director of Development to cultivate and steward high-touch donors in Habitat's Hope Builders Circle, Community Investors Circle, and Generation Society. This will require exceptional communications and marketing skills to build advocacy, engagement, and passion for the Habitat's work across the region. This position will also support other departmental responsibilities connected to; donor & program data maintenance, prospect research, event coordination, and any other development-related duties as assigned by the Director of Development. This position will supervise the Donor Services Assistant position.

Principle Responsibilities:

- Works to qualify, cultivate, and solicit prospective donors and build the donor pipeline.
- Makes cold-calls and proactive outreach to secure face-to-face qualification visits, and ultimately solicit individual prospects for major gifts, or recommend prospects to other members of the team for solicitation at other appropriate gift levels.
- Creates specific plans and manages acquisition, cultivation, and stewardship strategies for Habitat's Hope Builders' Circle and Community Investors' Circle.
- Manages a portfolio of leadership donors.
- Executes data-driven processes and effective moves-management strategies.
- Partners with the Donor Services Assistant on workflow – gift entry and acknowledgment processes, Salesforce projects and other assigned tasks.
- Identifies & tracks donor behavior, establish patterns of giving and to generate accurate forecast and action plans.
- Manages annual pledges and donor engagement follow up, including pledge reminders and tax letters.
- Works closely with Marketing & Communication team to manage tone, content, and cadence for targeted donor segments and special mailings.
- Manages the operational components of select donor events – as delegated by the Director of Development
- Supports the Director of Development to create and execute donor communications that celebrate select milestones -- lifetime giving, years of engagement, anniversaries, etc.
- Assists the Director of Development in establishing and managing annual and long-range development goals for targeted donor segments.
- Works closely with Salesforce account owners on donor portfolios: solicitation strategies and stewardship activities.
- Supports the Director of Development to build and deepen donor relationships through data mining, wealth screenings, and segmentation.
- Supports team members when needed or other development related duties as assigned by the Director of Development.

Knowledge/Skills Required:

- 3 to 5 years' of experience with professional annual fund, donor relation management, and major gift programs
- Strong written and verbal communication skills
- Experience in event and project management in a professional environment
- Understanding of database design and database management
- Ability to work both on broad-based strategy and on specific detail
- Strong project management skills to facilitate the creation of strategies and action plans
- Bachelor's Degree preferred or equivalent fundraising experience
- Enthusiasm for teamwork, accuracy, initiative, and critical thinking
- Commitment to constant improvement
- Excellent problem-solving, analytical, and organizational skills

Essential function: Requires working in the Charlotte home office (temporarily WFH- COVID); some Charlotte Region travel as needed with donor meetings and events.

Physical Requirements:

- Ability work in office environment as needed which requires ability to speak, hear, with the visual and manual dexterity to manage papers, reports, and typing
- Must embody the capacity to maintain the following for several hours at a time: use of personal computer or similar technology, phone, sitting as required
- Ability to lift/pull up to 20 lbs.
- Ability to help set up for special events

Other Duties:

- Habitat Charlotte Region-related tasks as assigned by Supervisor
- Ability to help setup and manage special events

Estimated Time Commitment: 40 hours / week

Additional Time Commitment: 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.

Direct Reports: Donor Services Assistant

Internal Interactions: All Habitat staff, AmeriCorps, & HabiCorps members

External Interactions: donors, homeowners, volunteers, other organizations

Employee's Name (please print)

Employee's Signature

Date

Manager's Name (please print)

Manager's Signature

Date