



# Habitat for Humanity®

of Wake County

*Serving Wake and Johnston Counties*

## **Director of Corporate Partnerships**

*Raleigh, North Carolina*

### **SUMMARY:**

Reporting to the Vice President of Resource Development, the Director of Corporate Partnerships will carry out the Habitat mission by managing all aspects of corporate funding in support of meeting the affiliate's strategic and operational goals. Responsibilities will include developing, implementing and evaluating fund development strategies that will meaningfully engage and motivate donors to meet corporate sponsor development goals.

This is a Full Time Exempt position requiring flexibility to work evening and weekend hours as needed for meetings and projects. The Director of Corporate Partnerships will likely spend an average at least five days per week, Monday – Friday (40- hour work week with 8-hours days).

### **DEPARTMENTAL RESPONSIBILITIES**

#### **Plan, Manage, Implement and Evaluate All Aspects of the Corporate Sponsorship Program**

- Work collaboratively with the Resource Development team to meet annual goals for all aspects of Corporate Partnerships, including the Corporate Build Sponsorships, Events Sponsorships (including Special/Affinity Builds) and Corporate Grants
- Continually develop and implement a comprehensive Corporate Sponsorship plan
- Direct all corporate identification, cultivation, solicitation and stewardship activities as well as record moves management strategies in Raiser's Edge
- Identify where fellow staff as well as department leadership and development committee volunteers can further develop individuals in the company as engaged donors and assist in those efforts
- Work with the Development Coordinator to produce reports evaluating corporate strategies and progress on a regular basis and to send Impact Statements and reports from that data to the corporate partners regularly
- Project and manage corporate sponsor expenses
- Support the Resource Development team as needed to maximize overall fundraising revenue and the mission of Habitat Wake

### **PROGRAM SPECIFIC RESPONSIBILITIES**

#### **Corporate Build Sponsorship**

- Direct and manage all aspects of a corporate sponsorships for building Habitat homes

*Seeking to put God's love into action, Habitat for Humanity brings people together to build homes, communities and hope.*

**Together, We Build.**

**[www.HabitatWake.org](http://www.HabitatWake.org)**



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- Identify, cultivate, solicit, and steward corporate sponsors and their volunteers to build homes
- Coordinate volunteer build dates and activities with the Volunteer, Faith Relations and Construction staff
- Order all recognition materials and supplies needed for corporate builds
- Submit grant application for corporate builds as needed and coordinate with the Grants Manager
- In cooperation with the Communications Department, develop and produce materials for corporate build sponsor solicitation, stewardship and recognition
- Oversee and manage all aspects of the corporate sponsor contacts and volunteer experience with Habitat

## **Corporate Funding for Events and Programs**

- Work closely with the Director of Annual Giving to identify, solicit and steward corporate sponsorship for events and special build events such as Women's Build, CEO Build, 40 Under 40, etc. Also, originate and secure corporate matches for special build events.
- Assist the Grants Manager in identifying, soliciting, and stewarding corporate grants for other Habitat programs

## **KNOWLEDGE, SKILLS AND ABILITIES:**

- Advanced knowledge of fund development theories, principles and procedures
- Advanced written and oral communication skills
- Experience cultivating, soliciting and closing corporate gifts particularly in the Triangle, if possible
- Excellent computer skills and ability to use Excel, MS Word, MS Office 365, Google products, Volunteer Hub and Raiser's Edge
- Experience working with corporate executives and community leaders particularly in the Triangle, if possible
- Ability to present the organization in a professional and engaging manner to diverse members of the community
- Ability to establish and maintain excellent working relationships with supervisor, colleagues and volunteers
- Commitment to a high standard of ethics and to promote the donor bill of rights
- Commitment to maintaining a high level of confidentiality with information acquired about Habitat Wake prospects, donors and volunteers

## **SUPERVISORY RESPONSIBILITIES:**

Employee will be responsible for managing the delegation of work to AmeriCorps, volunteers and/or interns to ensure that deadlines and quality control standards are met.



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## **MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:**

- Bachelor's degree in nonprofit management, business or related field
- 4 - 6 years of related and directly relevant development experience in non-profit organizations; or an equivalent combination of education, training, and experience.
- Knowledge and experience in Raiser's Edge strongly preferred
- CFRE preferred
- Experience providing community development from a Christian framework is highly desired;
- Demonstrated experience in the engagement of volunteers in their work;
- Passion and calling to empower families and revitalize communities; and
- Exceptional communication skills and will have a calm and very pleasant demeanor when working with a wide variety of people.

## **[APPLY HERE](#)**

Capital Development Services has been retained to help guide the search for Habitat. Applicants must provide a letter of interest, a resume, and a list of three professional references. For additional information please contact Jen Tozier at

[searchservices@capdev.com](mailto:searchservices@capdev.com)

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of the position. All employees may have other duties assigned at any time.

We are an equal opportunity employer. Applications are considered for positions without regard to veteran status, uniformed service member status, race, color, religion, sex, sexual orientation, physical or mental disability, genetic information or any other category protected by applicable federal, state or local laws.

THIS COMPANY IS AN AT-WILL EMPLOYER AS ALLOWED BY APPLICABLE STATE LAW. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS APPLICATION, IF HIRED, THE COMPANY OR I MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE.

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