



JOB DESCRIPTION

Title: Director of Sponsor Relations	Employment Status: Full Time (Including some evenings and weekends)
Department: Sponsor Relations	FLSA Status: Exempt
Reports To: CDO	Supervises: Sponsor Relations Manager Faith Relations Coordinator Sponsor Relations/Resource Development Coordinator Sponsor Relations Coordinator
Pay Range: \$55,000 - \$65,000	

Habitat for Humanity Central Arizona is seeking to hire a **Director of Sponsor Relations**. This successful candidate will join a highly committed team and will support the mission of Habitat for Humanity Central Arizona in the area of fundraising, by managing a dynamic group of fundraisers focusing on corporate groups and faith collectives. The position requires solicit and recruit Corporate and Faith-based Home Sponsors for the full amount needed to meet revenue income goals set forth by the CEO and Board of Directors. Provide excellent customer service to our donors and sponsors to create long-term relationships. Minimum of 5-7 years of proven development and fundraising experience is a must. Management experience preferred. Bachelor's Degree in Nonprofit Management preferred. Working knowledge of Raiser's Edge NXT preferred. The job posting is open until filled.

JOB SUMMARY:

To support the mission of Habitat for Humanity Central Arizona in the area of fundraising, by managing a dynamic group of fundraisers focusing on corporate groups and faith collectives.

ESSENTIAL FUNCTIONS:

- Understand and support the vision, values, and mission of Habitat for Humanity Central Arizona.
- Solicit and recruit Corporate and Faith-based Home Sponsors for the full amount needed to meet revenue income goals set forth by the CEO and Board of Directors.
- Provide excellent customer service to our donors and sponsors to create long-term relationships.
- Work closely with Development and Volunteer Services staff to develop and maintain effective fundraising policies and practices.
- Possess a strong ability to create and build innovative and unique fundraising campaigns specific to corporate groups and the faith community.
- Help increase sponsorship donations significantly by introducing new technologies and techniques to the organization.
- Provide mentorship, training and spur outreach to faith-based communities and corporate partners.



- Demonstrate strong public speaking skills and an ability to present to large forums and groups with little notice.
- Well-versed in the Arizona State Tax Credit and how to effectively educate others about it.
- Work closely with CDO and CFO (Accounting Department) to ensure funding and/or pledges are accurate and secured.
- Monitor and follow up with all corporate and faith Home Sponsors on their fundraising progress throughout the build to ensure full funding is received prior to the home's completion.
- Update Raiser's Edge NXT database on an on-going basis to maintain current and accurate information for our donors and Home Sponsors.
- Provide staff support to the Development and Events Committee.
- Build fundraising activities and events targeted towards increasing support.
- Help create marketing materials and experience managing grass roots campaigns.

- Build presentations and workshops to continue development and mentorship of young fundraising team.
- Ability to function in a fast-paced, growing and changing organization. Multi-task and strategize fundraising strategies for the team.
- Provide support to Development Department on all special events. Event planning experience a bonus.
- Ability to facilitate large scale volunteer activities for sponsors.
- Other duties may be assigned as necessary.

KNOWLEDGE, SKILLS, ABILITIES:

- Excellent communication skills, particularly public speaking to large groups.
- Ability to give and receive detailed information through verbal communication in person, by telephone, and/or at community meetings; exchange ideas and convey detailed information accurately to staff, volunteers, and others.
- Excellent organizational skills and attention to detail a must.
- Must have a proven record of fundraising ability, prefer 5 years plus experience in corporate or faith related roll.
- Positive personality, attitude, and professionalism.
- Knowledge of Raiser's Edge software and online fundraising platforms.

EDUCATION, EXPERIENCE:

- Minimum of 5-7 years of proven development and fundraising experience is a must.
- Management experience preferred.
- Bachelor's Degree in Nonprofit Management preferred.
- Working knowledge of Raiser's Edge NXT preferred.

PHYSICAL REQUIREMENTS NECESSARY TO PERFORM THIS JOB:

- Ability to sit at a desk or in a meeting for extended periods of time.
- Ability to work 40+ hours/week, including Saturdays, Sundays and some evenings.



- Able to drive to meet with potential and/or current Home Sponsors; will require a current Arizona driver's license, a clean driving record, automobile insurance (certain level of coverage is required to receive mileage reimbursement) and a trustworthy vehicle.

WORK ENVIRONMENT AND CONDITIONS:

- The majority of duties are performed in an office setting; however, there will be time away from the office when soliciting and/or meeting with potential and/or current Home Sponsors.
 - There may be periods of being on an undeveloped or construction site which may be of uneven terrain with exposure to dirt, dust, dampness, construction debris, extreme temperatures, construction noises, fumes, and odors from construction materials.
 - The ability to stand or walk for most of the day.
 - The ability to sit at a desk or in a meeting for extended periods up to three or four hours at a time.
 - Ability to visit current and future homeowners in their homes and communities.
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- The ability to give and receive detailed information through verbal communication in person, using the telephone, and/or at community meetings; exchange ideas and convey detailed information accurately to staff, volunteers and other.

TOOLS AND EQUIPMENT USED:

- Employee must be proficient in or able to use or learn to use office equipment such as computer, printer, phone, copiers, calculator, fax machine and other communication vehicles.

APPLY ONLINE AT:

<https://habitatcaz.org/about-us/employment/>

HFHCAZ is an equal opportunity employer and seeks to employ and assign the best qualified personnel for all our positions in a manner that does not unlawfully discriminate against and person because of race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve national guard status, or any other status or characteristic protected by law.