



JOB DESCRIPTION

Title: Institutional Giving Manager	Employment Status: Full Time (including some evenings and weekends)
Department: Institutional Giving	FLSA Status: Exempt
Reports To: Director of Institutional Giving	Supervises: Sponsor Relations Specialist(s)
Pay Range: \$60,000 - \$70,000	Apply: habitatcaz.org/careers

JOB SUMMARY:

To support the mission of Habitat for Humanity Central Arizona in the areas of, but not limited to fundraising/donor relations in corporate and faith communities. This individual will be assisting with oversight of institutional giving and sponsor relations.

ESSENTIAL FUNCTIONS:

Community Outreach/Business Development

- Support the Director of Institutional Giving in the solicitation and recruitment of sponsorship dollars within the corporate and faith communities to meet revenue goals.
- Develop relationships with new donors and maintain relationships with current sponsors ranging from \$20,000-\$125,000.
- Provide support to the Development Department with special events. Secure corporate prospects and current donors, as well as in-kind donations.
- Attend monthly coalition meetings and support churches on their Mission Sundays as needed.
- Represent Habitat Central Arizona as an ambassador at corporate and faith sponsor entities to continue to educate, recruit, steward and increase donor engagement.

Sponsor Relations

- Work closely with Director of Institutional Giving and CFO (Accounting Department) to ensure funding and/or pledges are accurate and secured prior to construction. Monitor and follow up with sponsors on their fundraising progress throughout the build to ensure full funding is received prior to the end of the fiscal year.
- Organize, plan, and attend fundraising events, wall signing ceremonies and home dedications (facilitate as needed) including some nights, and weekends.
- Collaborate with the Habitat Marketing Team or designated vendor to create collateral material necessary to inform sponsors of each Habitat program and the benefits associated with each sponsorship opportunity.
- Oversee/manage the Sponsor Relation Specialist(s); set goals, manage, and approve time sheets and expenses; mentor and provide appropriate guidance.



Volunteer Coordination

- Work closely with Sponsor Relations Specialists and the Volunteer Services staff to oversee organization of complex scheduling processes for volunteer groups, which requires attention to detail and excellent communication skills.
- Collaborate with Volunteer Services to ensure volunteers are informed and enjoying their experience.

Data/CRM Administration

- Update Raiser's Edge NXT database on an on-going basis to maintain current and accurate information for our donors, corporate and faith partners.
- Create and run donor impact reports and manage reporting on collaborative fundraising efforts.

Other duties may be assigned as necessary.

KNOWLEDGE, SKILLS, ABILITIES:

- Excellent communication skills: both written and verbal. The ability to listen and retain pertinent information.
- 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.
- Proven record of community outreach, fundraising ability, understanding of nonprofit volunteerism.
- Positive personality, attitude, and professionalism.
- Knowledge of CRM systems, Raiser's Edge NXT software and Volunteer Hub a plus.
- Event planning and oversight of large-scale volunteer opportunities.
- A desire to be in a nonprofit, supporting the building of a better Arizona.

EDUCATION, EXPERIENCE:

- Bachelor's Degree in Business or Nonprofit Management or equivalent work experience in non-profit development.
- Minimum of 2-3 years of development and fundraising experience is a must.
- Management experience preferred.

PHYSICAL REQUIREMENTS NECESSARY TO PERFORM THIS JOB:

- The ability to stand or walk on uneven ground, for potentially long stretches of time.
- The ability to sit at a desk or in a meeting for extended periods up to three or four hours at a time.
- On occasion, ability to lift up to 30 pounds.
- The ability to speak and hear 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 others.



WORK ENVIRONMENT AND CONDITIONS:

- Most duties are performed in an office setting, performing detailed work sitting at a desk and working on the computer.
- 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.
- Occasional early morning or late evening job requirements.

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, and other methods of communication.