



Job Description

Job Title: Corporate Giving Manager

Reports to: Development Director

Type: Exempt

MISSION: Seeking to put God's love into action, Houston Habitat brings people together to build homes, communities and hope.

POSITION SUMMARY

The Corporate Giving Manager creates, manages and implements fundraising strategies focused on corporate support. This key member of the development team works to build new relationships with corporations to raise additional revenue while effectively stewarding existing partnerships.

The Corporate Giving Manager supports Houston Habitat for Humanity's mission, vision, and values by exhibiting commitment to the community, social perceptiveness, collaboration, innovation, respect and accountability.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES

- Identify, solicit, cultivate and grow contributions from a portfolio of new and existing donors to meet annual fundraising goals;
- Work collaboratively with corporate donors and staff on build site volunteering, home dedications and other events;
- Effectively communicate the Houston Habitat story, mission and needs, verbally and in writing;
- Collaborate with the Development team and other staff members to identify and enhance development opportunities;
- Represent Houston Habitat at internal and external community and professional events;
- Maintain complete and accurate records on the network and in the donor database;
- Work with the Accounts Manager to ensure that all corporate monetary donations and/or in-kind commitments are properly documented and paid; and
- Complete other duties and activities as assigned.

EDUCATION, EXPERIENCE, SKILLS AND PHYSICAL REQUIREMENTS

- 3 - 5 years nonprofit, fundraising, and/or sales experience;
- Established fundraising success and achievement of institutional goals;
- Bachelor's Degree preferred;
- Exceptional organizational, written and verbal communication skills are necessary;
- Must have the ability to set priorities, multi-task and meet deadlines;
- Proficient in Microsoft Office and in computer-based information systems;

- The ability to work independently and on a team;
- The ability to adapt quickly to changing environments;
- Strong analytical and organizational skills;
- Bilingual in Spanish and English is helpful;
- The ability to perform essential functions of job; reasonable accommodation available;
and
- The ability to perform in an office setting and outdoors (heat, humidity, rain, and cold)

To apply for this position: Email your resume to: bbaildon@houstonhabitat.org

Please include the position title "Giving Manager" in the subject line.

No Phone Calls Please

Houston Habitat for Humanity is an Equal Employment Opportunity Employer