



Job Title: Manager of Corporate & Donor Relations
Reports to: Director of Philanthropy & Communications
Status: Full-Time, Permanent
Salary: \$40-45,000
Location: Based in Peterborough, Ontario

JOB PURPOSE

Habitat for Humanity Peterborough & Kawartha Region is currently seeking a talented professional for the role of Manager of Corporate & Donor Relations to work towards a world where everyone has a decent and affordable place to call home. Established in 2002, Habitat for Humanity Peterborough & Kawartha Region is a non-profit housing organization that brings communities together to help families build strength, stability, and independence through affordable homeownership. Through volunteer labour and donations of money and materials, Habitat builds houses in partnership with homeowner families. We offer lower income families a 'hand-up', not a 'hand-out'. The 'hand-up' comes in the form of a 0% interest mortgage, with no down payment, and geared to income monthly payments. To learn more about Habitat for Humanity Peterborough & Kawartha Region, please visit www.habitatpkr.ca.

Reporting to the Director of Philanthropy & Communications, the Manager of Corporate & Donor Relations is responsible for strategic development, management, and delivery of all corporate development efforts to acquire new corporate partners, engage in high-level stewardship of existing partners, and enhance fundraising/sponsorship initiatives and properties in support of Habitat's mission. S/he will work closely with the Director on pipeline development and donor strategy. This exciting opportunity will allow s/he to source, research, and write successful grant proposals as well as ensure financial and other compliance and reporting requirements are met. S/he will enjoy working on multiple high impact projects in a fast paced, deadline driven environment, be accountable for achieving ambitious revenue and portfolio growth targets, developing compelling cases for support, writing inspiring proposals, providing effective stewardship, and executing donor strategies/actions. The Manager of Corporate & Donor Relations will be able to inspire and influence others through their passion for Habitat's mission and instill confidence through superb communications and relationship management.

KEY RESPONSIBILITIES

Prospect Management & Solicitation

- Achieve personal fundraising targets and associated KPIs by maintaining an adequate pipeline of potential partnerships through systematic, prioritized, and ongoing prospecting activities; proactively pursuing business networking opportunities and establishing relationships.
- Qualify and research prospects and design effective partnership programs based upon knowledge of partner business objectives and alignment with Habitat funding priorities.
- Develop comprehensive solicitation plans that outline stakeholder involvement and strategic approach for cultivation and solicitation of partner commitment; ensuring proper clearance for approach.

- Design and deliver creative and powerful briefing materials, cases for support, proposals, presentations, and gift agreements.
- Acquire new gifts and renew existing gifts from corporate partners and donors.

Strategic Planning, Reporting & Analysis

- Create a prospect development/partnership strategy in line with established targets, KPIs, and strategic organizational objectives for personally managing a portfolio of new and existing prospects, including targets for donor visits, proposals submitted, and proposals funded.
- Provide accurate activity and pipeline reports including revenue/expense forecasts as required.
- Maintain up-to-date and accurate donor and prospect records; continuously ensuring the donor database system is reflective of all fund development activities.

Grant Writing

- Research, identify, plan, write high quality applications to maximize grants funding.
- Manage the grant application process; help coordinate all information requirements.
- Manage existing grants by tracking, developing and maintaining internal reporting systems, writing reports, maintaining excellent historical records.
- Ensuring compliance requirements are met and establishing output/outcome reporting measures.

Managing Relationships & Stewardship

- Function as primary Habitat contact for key corporate partnerships and prospects.
- Day-to-day project management of partnership implementation; ensuring 100% partner satisfaction through thoughtful stewardship and best-in-class customer service.
- Maintain and expand existing corporate partner relationships through on-going communication and solicitation as appropriate; ensuring timely renewals and continued partnership growth annually.
- Leverage opportunities for high-touch stewardship such as invitations to Habitat events and executive-led volunteer experiences, customized stewardship reports, etc.
- Work with team to ensure accurate, timely, and personal acknowledgement of gifts/communications.

Advocating

- Effectively and accurately communicate and align Habitat for Humanity Peterborough & Kawartha Region's mission, vision, values, and fundraising priorities within the interests and strategic objectives of donors, always representing Habitat in a highly ethical and confidential manner.
- Conduct presentations, attend functions, and lead meetings with various internal and external stakeholders, including, but not limited to, corporate partners, major donors, volunteers, and foundations to promote Habitat and its programs.

Collaborating

- Work with the Philanthropy and Communications team to develop, recommend, and manage a comprehensive development program that offers corporations a variety of opportunities to support Habitat, including new and existing fundraising initiatives and properties, corporate employee engagement, workplace giving, cause marketing initiatives, and other opportunities as they arise.
- Work together with colleagues across the organization to identify and leverage planned and proposed activities; providing support at/with events/projects to assist with cultivation and stewardship.

Developing Professionally

- Participate in professional development opportunities and attend key charitable and donor-related events outside of regular office hours when necessary.

QUALIFICATIONS

- 3+ years of related experience in corporate development (ideally gained within the charitable sector) or related experience in sales, business development, marketing, or corporate partnerships with proven results.
- University degree in relevant field or demonstrated equivalent working experience.
- Ability to identify strategic business development opportunities and then to plan, implement, and evaluate these initiatives.
- Superior listening skills with an ability to translate the concerns and interests of corporate partners into attractive opportunities for investment in Habitat's programs and priorities.
- Experience in writing grant proposals, stewardship reports and other donor communications.
- Ability to think strategically and manage competing priorities in a high-volume and results-oriented environment; demonstrated resourcefulness and independence, but comfortable working within the framework of an integrated development program and team-oriented environment.
- Results and achievement-oriented personality with high degree of initiative, driven to meet targets and rise to the challenge of stretch goals, and comfort with analytics and financial goals.
- Must be able to work occasional evening and weekend events.
- Financial assessment, budgeting and financial monitoring skills; proficient with analytics.
- Ability to maintain a high degree of discretion and confidentiality with sensitive information.
- Possess excellent communication skills – written, oral, and presentation, including well-developed networking ability with a proven capacity to establish new relationships easily.
- A valid driver's license and use of a reliable vehicle and ability to travel as required.
- Interest in and dedication to Habitat's mission, with ability to passionately articulate key messages and demonstrate an understanding of the organization's work.
- Clear Police Records Check.

HOW TO APPLY

Please submit your resume and cover letter to hr@habitatpkr.ca by **11:59 pm on April 7, 2019** with the position title in the subject line. While we appreciate all applications, we can only contact those individuals selected for interviews.