

**Job Title:** Director of Corporate Relations

**FLSA Status:** TBD

**Department:** Development

**Prepared Date:** September 2017

**Reports To:** Chief Development Officer

**Summary:** This position is responsible for securing, sustaining and enhancing strategic partnerships and philanthropic relationships with corporate, in-kind and faith partners.

### **Essential Duties and Responsibilities:**

#### **Major Gift Solicitations (60%)**

- Develop a portfolio of major gift/grant prospects – emphasizing corporate and foundation prospects with the capacity of \$10,000 and greater – with special effort on corporate partners and foundation proposals of \$25,000 or more.
- Identify strategic opportunities, establishing priorities and implementing plans to manage relationships with current and prospective corporate partners.
- Build relationships with corporate leaders capable of providing long-term support for Habitat. This includes hosting meetings, presentations and site visits with business leaders.
- Conduct a substantial number of major interactions with corporate, foundation and organization leaders, and other decision makers.
- Plans and implements annual and multi-year strategies for increasing gifts and grants from corporate, foundation and organizational donors.
- Provide innovative stewardship, engagement and exciting opportunities for corporate partners.
- Make regular in-person and written requests for gifts and in-kind donations to meet budget goals from Corporate, Faith, and In-Kind donors.
- Manage a portfolio of charitable and private foundation prospects and affiliate relationships with portfolio of approximately 150 donors.
- Develop, review and refine proposals and reports to enhance private support for Habitat's priorities.
- Lead, organize and host site visits with corporate and foundation leaders to learn more about Habitat SKC.
- Coordinate fundraising strategy for top donors with CEO and Resource Development staff & contractors.
- Strategically engage board members, organization executives, and current donors in prospect identification, visits, and closings.
- Consult regularly with Construction and Store staff to identify top material and labor needs, far enough in advance to complete asks before ordering/purchase deadlines.
- Supervise solicitation activities of other departments, including Community Engagement & Construction, checking for appropriate asks & fulfillment in response to unsolicited build day requests.
- Field and assess incoming partnership opportunities for appropriate staff lead and next actions.
- Propose and contribute to discussions on affiliate fundraising & partnership campaigns & strategy.
- As appropriate, draft and submit written gift proposals to accounts managed.
- Follow gifts through to receipt, including submitting paperwork and signatures for cash gifts, and coordinating logistics for material gifts.
- Participate in appropriate networking and presentation opportunities for the purpose of engaging donor partners.
- Periodically update organizational CRM, Raiser's Edge, with relevant details of donor conversations.

### **Program & Fulfillment (25%)**

- Oversee hospitality and benefit delivery for donor build days and special events, including event scheduling, lunch & coffee ordering, communications with site staff, scheduling of speakers including partner families, photos taken and shared, and delivery of other benefits negotiated.
- Project manage more extensive major-donor Habitat engagement events (i.e., Delta Build, Lowe's Women Build), including special benefits such as custom dedication runs-of-show, individual store outreach and education, special volunteer sign-in and tracking, and more.
- Ensure appropriate donor recognition via affiliate channels, including affiliate website, social media, and printed materials at events such as home dedications & annual luncheon, and more.
- Build and maintain relationships with non-donor third-party partners, such as elected officials, press contacts, community partners and others as it serves donor engagement needs.
- Help solicit media coverage for high-value donor projects, by defining story angles, drafting media alerts and press releases, conducting outreach, giving interviews when appropriate, and serving as primary point of contact for donor communications teams.
- Conceive of and carry out campaigns tailored to specific donor groups or projects in need of funding.
- Field custom benefits requests from high-value or -potential donors, and lead interdepartmental conversations and decision making weighing cost-benefit analysis of fulfilling requests.
- Customize donor benefits package offerings, both in general and for special events or programs, and work with designers to create solicitation collateral.
- Monitor GIK gifts and processes, working proactively cross-departmentally toward improved process and practices.
- Follow-up with construction and stores after receipt of GIK gifts, checking on product usefulness and donation process, improving future asks and intake based on feedback.
- Understand and support affiliate in adhering to IRS 8282/8283 compliance for gifts over \$5,000.
- Thank faith and corporate donors after both solicited and unsolicited gifts.

### **Other (15%)**

- Attend weekly interdepartmental communications meetings, sharing fundraising team updates with other departments and reporting back to the resource development team with pertinent information.
- Attend weekly grant team conference calls, providing background on grantors, and assist with completion of funding requests including editing, feedback, printing, and submission.
- Prepare custom reports, write-ups, and proposals as requested by CEO, major donor fundraisers, and grants team.
- Contribute to content strategy for fundraising campaigns, events, and tools, such as annual fund appeals, annual luncheon, and affiliate website, drawing on knowledge of donors and affiliate activities.
- Maintain good relations and regular contact with counterparts at HFHI, for purposes of identifying local-national collaborations, and keeping our affiliate competitive for national opportunities.
- Report out weekly to supervisor on pipeline recent engagement and upcoming or outstanding asks.
- Contribute proactively to all-hands-on-deck RD Department efforts such as the annual luncheon.
- Support the Chief Development Officer in developing the annual strategic plan objectives and create annual goals for corporate giving. Develop an annual budget and monthly cash flow for income expenses.
- Management retains the discretion to add or to change the duties of the position at any time.

- Other duties as assigned.

**Supervisory Responsibilities:** This position manages the Resource Development AmeriCorps. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education/Experience: BA/BS preferred with 5+ years paid nonprofit experience in donor development

Additional qualifications:

- Excellent writing, editing, and verbal communication skills with the ability to make dynamic group presentations.
- Strong planning skills, including the ability to anticipate tasks, set priorities, meet deadlines and function smoothly under strict deadlines and shifting priorities.
- Strong organizational skills adequate to following through on multiple diverse tasks and projects weekly.
- Fast learner, able to absorb complex affiliate structure and team dynamics quickly, and plan and execute tasks effectively within that.
- Strong team player who also works well independently.
- The capacity to develop and maintain positive and productive relationships with donors, volunteers, Board of Directors, and staff
- Local knowledge of the King County philanthropic community
- Commitment to affordable housing and to HFHSKC's mission
- Full-time, flexible hours. Some weekday evenings and weekends required
- Dedication to the mission of Habitat for Humanity of Seattle - King County. Willingness to articulate this vision and its focus on community and volunteer engagement.

Certificates/Licenses: Valid driver's license with a good driving record

Language Skills: Ability to read, analyze, and interpret business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from group of managers, customers, and the general public.

Math Skills: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability: Define problems, collect, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Distinguishes between relevant and irrelevant information to make logical decisions. Provides solutions to individuals and company problems.

Computer Skills: High-level computer literacy skills, especially Microsoft Word, Excel, Outlook and PowerPoint. Experience with Raiser's Edge or other donor software.

**Physical Demands and Work Environment:** The physical demands and work environment described below represent the activities and surroundings of the positions. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel. The employee is required to talk and must be able to read. The employee is occasionally required to reach with hands and arms. Specific vision abilities required by this job include close vision and ability to adjust focus. Extensive keyboarding is required. Sit/work at a computer laptop for extended periods of time. Able to lift at least 30 lbs.

The noise level in the work environment is usually moderate consisting of usual business office sounds including but not limited to computers, printers, telephones, and light foot traffic.