

DIRECTOR OF CORPORATE RELATIONS



Habitat
for Humanity[®]
Seattle - King County



The Organization

The vision at Habitat for Humanity, Seattle-King County (Habitat SKC) is to create a world where everyone has a safe, affordable place to live. An affiliate of Habitat for Humanity International, Habitat SKC is a non-profit, faith-based housing ministry, named "Brand of the Year" multiple times in the social services/nonprofit category in the annual Harris Poll. Recognized as an "affiliate of distinction", Habitat SKC works in Seattle and King County to eliminate sub-standard housing and strengthen communities by building, renovating and repairing homes in partnership with low-income families. The organization was founded on the conviction that every man, woman, and child should have a simple, durable place to live in dignity and safety, and that decent shelter in decent communities should be a matter of conscience and action for all.

Created out of the merger of three local affiliates, Habitat SKC is now one of the nation's largest, is on a high-growth trajectory and plays a key leadership role in addressing one of the community's most pressing issues. Habitat SKC is currently in a very strong financial position and is poised to begin some of the most ambitious projects ever undertaken in this community. As such, the affiliate is looking for an energetic, passionate individual to drive the agency toward achieving ambitious revenue goals. Habitat SKC forecasts revenue of approximately \$14M for FY 2019 and the affiliate operates with 42 full-time and 4 part-time employees, as well as 13 AmeriCorps volunteers.

For more information on Habitat SKC please [click here](#).



Watch this brief video to learn more about Habitat.



The Position

Reporting to the Chief Development Officer (CDO), the Director of Corporate Relations (DCR) is responsible for securing, sustaining and enhancing strategic partnerships and philanthropic relationships with corporate, in-kind and faith partners. Approximately 60% of his or her work will involve developing and cultivating a portfolio of about 150 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. The DCR will also identify strategic opportunities, establish priorities and implement plans to manage relationships with current and prospective corporate partners while providing innovative and exciting stewardship and engagement opportunities for corporate partners.

As a key leader in the Resource Development Department, the Director coordinates fundraising strategy for top donors with the CEO, the CDO and Resource Development staff & contractors, and strategically engages board members, organization executives, and current donors in prospect identification, visits, and closings. Across departments, the DCR consults regularly with Construction and Store staff to identify top material and labor needs, and supervises solicitation activities of other departments, including Community Engagement & Construction, checking for appropriate asks & fulfillment in response to unsolicited build day requests.

Approximately 25% of the DCR's time will be spent on program and fulfillment activities including overseeing hospitality and benefit delivery for donor build days and special events, serving as project manager for more extensive major-donor Habitat engagement events (i.e., Delta Build, Lowe's Women Build), including special or custom benefits, building and maintaining relationships with non-donor third-party partners, such as elected officials, press contacts, and community partners, and soliciting media coverage for high-value donor projects.

The remaining 15% of the DCR's time will be spent on activities such as weekly interdepartmental meetings, weekly grant team conference calls, database management and updates, developing grant/gift proposals, contributing to strategy development for campaigns and other development initiatives, and preparing and writing reports and proposals.

The Director manages the Resource Development AmeriCorps volunteer from interviewing and hiring through directing his/her daily work and completing a performance appraisal.

The Profile

Given the nature of the position, the ideal candidate possesses excellent writing, editing, and verbal communication skills with the ability to make dynamic group presentations. In order to effectively manage a portfolio of this size, the preferred candidate demonstrates strong planning and organizational skills, as well as the ability to anticipate tasks, set priorities, meet deadlines and function smoothly under strict deadlines and shifting priorities.

To thrive in the Habitat culture, the candidate must be a confident, yet humble, self-starter with the ability to recognize and prioritize what's most important and not get paralyzed by the details. He or she must be collaborative and recognize that to be successful in this role, he or she must work across departments continuously. Given the nature of the work and the emphasis on donor cultivation, the preferred candidate is outgoing and personable, and is comfortable serving as the representative of an organization.

The Habitat business model is multifaceted with numerous revenue sources and program areas. As such, the ideal candidate is a fast learner who is able to understand and communicate complex concepts to a wide variety of constituencies. Additionally, the preferred candidate possesses a passion and commitment to the mission of Habitat and to affordable housing more broadly.

The competitive candidate will hold a Bachelor's degree as well as five (5) or more years of professional experience. Ideally, this experience will include significant exposure to donor identification and cultivation. Candidates with significant experience closing gifts in excess of \$10,000 from corporate, individual or foundation sources are highly desirable.

Finally, candidates with high-level computer literacy skills, especially Microsoft Word, Excel, Outlook, PowerPoint, Raiser's Edge or other donor software are highly desirable.



Opportunities for Impact

- An immediate priority for the new DCR is to form productive, respectful and mutually beneficial relationships with other Habitat team members throughout the organization, Board members, current corporate and faith partners, and other stakeholders. The DCR must also learn the Habitat business model and get up to speed on current and near-term construction projects.
- The new DCR must quickly familiarize himself or herself with the current portfolio of active donors, begin to reconnect Habitat with lapsed donors, and then start to grow the portfolio through Board contacts, identifying and connecting with potential new donors, and by moving others (e.g., luncheon attendees) to larger giving levels.
- Habitat SKC is holding its annual luncheon in March of 2019. This is a key fundraising opportunity for the DCR each year. As such, the new DCR must rapidly get involved in raising sponsorship money for the luncheon.
- Historically, Habitat has had very close and very important funding and volunteer relationship with congregations from a variety of faith communities. While still a vital constituency for Habitat SKC, this also represents a significant opportunity for growth. The new DCR will lead the effort to deepen existing relationships while identifying and approaching new congregations to provide both financial and volunteer resources.
- Longer term, Habitat SKC has a number of very large projects on the horizon that will require unprecedented fundraising levels for the organization. The DCR will play a key role in what is planned to be the largest capital campaign that this affiliate has ever undertaken.

To Be Considered

Habitat SKC is a progressive employer and is committed to a policy of equal employment opportunity for all. Habitat SKC and SQR2 Consulting embrace diversity of thought and personal experience, and encourage members of underrepresented groups to apply. For immediate consideration, please complete the brief application that can be found [here](#). Alternatively, you may send a cover letter of no more than two pages and a resume to Mr. Ed Rogan, Principal Consultant, Square Two Consulting at ed@sqr-2.com. You may direct your questions to Mr. Rogan via email or by calling 206.697.8428.

