

Corporate Relations Manager
Job Description
Habitat for Humanity Northwest Harris County

Responsibilities

Under the supervision of the Executive Director the Corporate Relations Manager will be to maximize revenue derived from corporate donors and associations by creating a disciplined prospecting plan and by developing meaningful, customized partnerships with interested organizations.

- Prospect potential corporate sponsors for financial and gift-in-kind support for Habitat for Humanity Northwest Harris County.
- Lead the prospecting process internally by constructing a well-researched ‘approach plan’ and by working Development Director while managing and tracking progress against this plan.
- Working closely with prospective donors, uncover and understand donors’ partnership objectives (marketing, PR, business) and translate these needs into innovative, customized partnership proposals.
- Lead the presentation of proposals to potential donors and manage the follow-through and negotiation process.
- Develop and implement an integrated recognition and stewardship program based on input from key corporate partners.
- Manage ongoing donor relationships by coordinating the delivery of recognition commitments, by supporting donor fundraising activities and by measuring donor satisfaction.
- Grow gifts from current donor base by creating increasingly customized opportunities for partnership based on donor business requirements.
- Utilize database to manage both the prospecting and stewardship processes.
- Grow knowledge of corporate giving trends and grow base of personal contacts by attending key charitable, governmental and corporate events.

*Other office duties as assigned

Habitat for Humanity Northwest Harris County is an organization that values an individual who has a flexible attitude, great customer service skills and has an ability to deal with changing priorities. Candidate must be able to operate with minimal supervision

Position Status: Salaried/Exempt

Requirements

- Bachelors degree (or equivalent; in related area; business/marketing preferred).
- 5+ years experience in corporate or non-profit business development (or related) role.
- Empathetic to the cause - passion to make a difference.
- Exceptional communications skills (proposal writing, presentation and facilitation); the ability to write and present compelling, innovative proposals.
- Demonstrated knowledge of corporate philanthropy acquired through experience in business and/or the voluntary sector and with all types of corporate development including major gifts, sponsorship and cause related marketing.

- Strong selling skills combined with tact, diplomacy and good interpersonal skills in order to successfully work with individuals and groups at all levels.
- A thorough understanding of corporate marketing and public relations objectives and strategies and how they can be supported by social marketing partnerships.
- Experience in developing corporate or non-profit sponsorship or partnership programs.
- Ability to think within a strategic marketing framework.
- Understanding of charitable receipting guidelines and practices.
- Working knowledge of MS Office and other relevant software programs.

Please email your resume to:

Soleil Manzo, Executive Director

smanzo@habitatnwhc.org

No calls please

Habitat for Humanity Northwest Harris County is a 501-C-3 non profit organization that has been building homes for over 20 years. With the help of 2000 volunteers, we build homes for low income, partner families in Northwest Harris County