

## JOB DESCRIPTION

<b>Title:</b> Major Gifts Manager	<b>Employment Status:</b> Full Time
<b>Department:</b> Resource Development	<b>FLSA Status:</b> Exempt
<b>Reports to:</b> Director of Individual and Planned Giving	<b>Supervises:</b> Volunteers
<b>Starting Range:</b> \$50,000 - \$58,000	<b>Benefits Available:</b> Health Insurance; 401k match; PTO – sick, vacation, holidays; and more

### About Habitat for Humanity of Metro Denver

Habitat for Humanity of Metro Denver is part of a global housing organization that is dedicated to eliminating substandard housing locally and worldwide. We construct, rehabilitate and preserve affordable houses; advocate for fair and just housing policies; and provide training resources to empower low-income families to be self-sustainable. Habitat Metro Denver has served more than 930 local families throughout its 40-year history in Denver and is in the top 10 Habitat affiliates in the United States.

Habitat Metro Denver has a \$19M annual budget with approximately 30% of cash revenues from charitable giving (\$5.1M annually) including annual fund, sponsorships and major donor gifts.

### GENERAL JOB DESCRIPTION:

Habitat Metro Denver seeks to hire a dynamic, innovative and goal-oriented professional to increase support from Habitat’s Individual donors. This professional will have exceptional written and verbal communications skills and thrive in a sales role. They will love being out of the office and getting to know the passions and interests that drive our supporters. They are motivated and understand strong relationships with supporters are critical to our success to impact more families.

### ATTRIBUTES:

- **Teamwork** – has always embraced being part of a team and collaborating with colleagues, including leadership and volunteers.
- **Learning** - loves to learn new things and is always open to feedback, considering another’s opinion, and trying something new.
- **Action-Oriented & Strategic** – knows how to get things done, and is methodical about strategizing/planning, preparing, executing, and following-up.
- **Persistence** – clearly works toward goals despite roadblocks and rejections, and is ready to try a new strategy.
- **Relationships** – thrives on cultivating relationship, and isn’t afraid of possible rejection.

**CORE RESPONSIBILITIES:**

- In partnership with Director of Individual and Planned Giving, help strategize and execute an annual fundraising plan that includes prospect identification, cultivation, and solicitation for annual giving and planned giving.
- Develop, oversee and implement strategies for a portfolio of approximately 125-150 individual donors that give annually between \$1,500-\$15,000 and have the capacity to increase their support.
- Collaborate with Habitat Metro Denver senior leadership, board members, volunteers and other natural partners to build stronger relationships to move donors forward.
- Provide strategic oversight for cultivation and stewards events that engage individual donors.
- Utilize donor database (Raiser's Edge) to log activity with donors, and partner with database administrator to provide reporting and analysis to review progress and guide strategy.
- Create and prepare cultivation and solicitation communication (letters, proposals and reports) for personal portfolio and major donors (\$2,500+).
- Demonstrate energy and passion for Habitat's mission, values and integrity in all aspects of the job.
- Partner with the Marketing department on implementation of New Donor Giving Program and Monthly Donors as needed.
- Assist with fundraising administrative support and prospect research when needed.

**REQUIREMENTS:**

- Bachelor's degree and a minimum of 3-5 years proven success in non-profit development or sales.
- Highly entrepreneurial and collaborative in approach; possess energy, professionalism, motivation to work independently and proactively, and a drive to achieve goals.
- Demonstrated ability to strategically plan and carry-out comprehensive fundraising plan set forth by the Organization with the ability to work with professional and volunteer leadership.
- Excellent written and interpersonal skills necessary to communicate effectively with external and internal constituents.
- Ability to successfully manage multiple projects simultaneously.
- Familiarity with Microsoft Office suite and Raiser's Edge software (or equivalent fundraising database)
- Passion for Habitat's mission and goals to build a world where everyone has a decent place to call home.

**TO APPLY:** Submit resume and cover letter to Richelle Rothman, HR Associate, at [HRRecruiting@habitatmetrodenver.org](mailto:HRRecruiting@habitatmetrodenver.org).