 JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Title: Major Gifts Manager</th>
<th>Employment Status: Full Time</th>
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<tbody>
<tr>
<td>Department: Resource Development</td>
<td>FLSA Status: Exempt</td>
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<tr>
<td>Reports to: Director of Sponsorships</td>
<td>Supervises: Volunteers</td>
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About Habitat for Humanity of Metro Denver
Imagine a world where everyone has a decent place to live, and YOU had the opportunity to impact people every day through your work. Habitat for Humanity of Metro Denver has seen dramatic growth in the last five years. It’s an exciting time to join our team, and we’re currently seeking a Major Gifts Manager.

GENERAL JOB DESCRIPTION: Habitat Metro Denver seeks to hire a dynamic, innovative and goal-oriented professional to increase support from Habitat’s donors. This professional will have exceptional written and verbal communications skills and thrive in a sales role. They will enjoy a wide variety of tasks, including 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 towards goals despite roadblocks and rejections, and is ready to try a new strategy.
- **Relationships** – thrives on cultivating relationships and isn’t afraid of possible rejection.

CORE RESPONSIBILITIES:
- In partnership with Director of Sponsorship, help strategize and execute an annual fundraising plan that includes prospect identification, cultivation, and solicitation of corporate and individual donors.
- Develop, oversee and implement strategies for a portfolio of approximately 125-150 existing and potential new donors that give annually between $1,000-$75,000 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.
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 communications (letters, proposals and reports) for portfolio of major donors.

Demonstrate energy and passion for Habitat’s mission, values and integrity in all aspects of the job.

Assist with additional fundraising support and prospect research when needed.

**REQUIREMENTS:**

- Bachelor’s degree and a minimum of 2-3 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.

The salary range is $46,400/yr - $55,000/yr. Compensation will be commensurate based on experience. Benefits include health, dental and vision insurance options; a 401k savings match; paid time off for vacation, sick and holidays; and more.

**TO APPLY FOR THIS POSITION:**

Please send resume and cover letter to HRRecruiting@habitatmetrodenver.org.

*Equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status.*

Habitat for Humanity of Metro Denver is pledged to the letter and spirit of U.S. policy for the achievement of equal housing opportunity throughout the nation. We encourage and support an affirmative advertising and marketing program in which there are no barriers to obtaining housing because of race, color, religion, sex, handicap, familial status, or national origin. Habitat for Humanity of Metro Denver upholds and abides by all Federal Fair Housing and Lending standards.