



JOB DESCRIPTION

Title: Sponsorship Manager, Corporate	Employment Status: Full Time
Department: Resource Development	FLSA Status: Exempt
Reports to: Director of Sponsorships	Supervises: Volunteers

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 Corporate Sponsorship Manager.

GENERAL JOB DESCRIPTION: Habitat Metro Denver seeks to hire a dynamic, innovative and goal-oriented professional to increase support from Habitat's corporate donors. This professional will have exceptional written and verbal communications skills, a strong history of success in cultivating corporate gifts and developing deep, lasting relationships, and thrive in a sales role. Their primary role will be to maintain/grow current entry-level Corporate Donors (\$2,500-\$10,000) and grow a new portfolio of entry-level Corporate Donors. Ideal candidates 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 Sponsorships, help strategize and execute an annual fundraising plan that includes donor identification, cultivation, and solicitation.
- Develop, oversee and implement strategies for a portfolio of approximately 150 corporate donors that give annually between \$2,500-\$10,000 and have the capacity to increase their support.
- Identify and prioritize potential new donors and perform prospect research; respond to all corporate sponsorship/team-building inquiries
- Collaborate with Habitat Metro Denver senior leadership, board members, volunteers and other natural partners to build stronger relationships to move donors forward.
- Provide oversight for cultivation and stewardship events that engage corporate donors including: volunteer and engagement fairs, Adopt-a-Day sponsor kickoff, visit sponsors on the construction site, Corporate Sponsor Recognition event
- Develop the strategic vision for the *House that Beer Built* partnership including:
- 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 portfolio of corporate donors.
- Demonstrate energy and passion for Habitat's mission, values and integrity in all aspects of the job.
- 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, business 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.
- 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.

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 Richelle Rothman at HRRecruiting@habitatmetrodenver.org.