



POSITION DESCRIPTION

JOB TITLE:	FOUNDATION AND CORPORATE RELATIONS MANAGER
REPORTS TO:	DIRECTOR OF PHILANTHROPY
WHD STATUS:	EXEMPT
DEPARTMENT:	PHILANTHROPY

PURPOSE & SCOPE OF POSITION:

The Philanthropy Team fosters a culture of philanthropy within Habitat Tucson and directs the organization's efforts to build strategic funding relationships throughout Tucson and southern Arizona. The Foundation and Corporate Relations Manager reports to the Director of Philanthropy and is responsible for writing proposals for both restricted and unrestricted gifts; managing relationships with corporate partners; and for submitting timely and accurate reports for all existing grant funded projects. This position will manage foundation grantor/funder relationships and perform prospect research.

KEY RESPONSIBILITIES

- Responsible for conducting the full range of activities required to prepare, submit and manage grant proposals to foundation and corporate partners.
- Serve as the primary relationship manager for foundation and corporate partners, ensuring proper recognition, volunteer opportunities, inclusion in events and other types of communications
- Establish and manage process that provides a framework for applying for and tracking foundation and corporate grants.
- Secure sponsorships from existing and new corporate partners.
- Establish and manage relationship management process for foundation and corporate partners.
- Ability to network and speak about Habitat Tucson's mission in front of groups.
- Perform prospect research on foundations and corporations to evaluate prospects for grants.
- Collaborate with other Habitat for Humanity Tucson departments to gather information necessary to report to foundation/corporate funders on current grant programs.
- Comply with all grant reporting as required by foundation/corporate partners.
- Keep up-to-date running lists of priority grants for the application process.
- Maintain current records in database and in paper files, including grant tracking and reporting.
- Cultivate local businesses interested in volunteer opportunities, securing donations, arranging builds, and coordinating scheduling with the Volunteer Manager.
- Assist the Donor Relations Manager with donations, correspondence, and maintaining the internal donor database.
- Assist other members of the Philanthropy Team by preparing for and attending events, meetings, and other commitments as requested.
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Philanthropy, Communications, Journalism, Marketing or a related field.
- Two years related experience in grant writing and relationship management.
- Previous experience serving a nonprofit organization.

BACKGROUND AND SKILLS:

- Excellent oral, written and listening skills.
- Excellent organizational skills, including the ability to prioritize tasks.
- Ability to maintain confidentiality.
- Detail-oriented.
- A willing team member with strong interpersonal skills.
- Ability to work independently.
- Experience in the nonprofit environment, including interaction with committee members and boards, either as a volunteer, staff member or both. Experience with fundraising or development a plus.
- Experience with Microsoft Office products and database software. Knowledge of Raiser's Edge a plus.

PERSONAL TRAIT PROFILE

- Donor/customer focused
- Team player
- Multi-tasking
- Positive attitude
- Ability to prioritize
- Detail oriented

OTHER REQUIREMENTS

Languages: Fluency in a second language, (ideally Spanish) is desirable but not required.

License: Valid Arizona Driver's License with a clean driving record.

Travel: Occasional.

Overnight stays: Occasional.

Working hours: The salaried exempt position is regarded as full time (40 hours a week). Work is usually performed between 8.00am and 5pm Monday through Friday. Additional hours may be required to perform the job and may include evenings and/ or weekends.

DESIGNATED SAFETY SENSITIVE POSITIONS

HFHT has determined that any position that involves driving, repairing vehicles, operating power tools, or operating any equipment that could cause injury, death or property damage or deals one on one with a client or customer is a "safety sensitive" position. Also, because our funding comes from a federal funding source, failure to enforce policies relating to drugs that are designated illegal by the federal government, could subject us to losing our funding.

It is imperative that an employee be able to safely perform the essential functions of his/her job at all times. Therefore, anyone testing positive for any illegal substance or abusing a prescribed medication or under the influence of alcohol or marijuana while engaging in a safety sensitive position is subject to discipline up to and including termination.

Employees holding “safety sensitive” positions are not protected from termination even if they have a medical marijuana card.

AMERICANS WITH DISABILITY SPECIFICATIONS PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to sit (95%), walk and stand (3%) and lift (2%). The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

While performing the duties of this job, the employee is not usually exposed to weather conditions unless visiting job sites. During this time, the employee can be exposed to dirt, heat, noise and dust/ shavings. The noise level in the work environment is usually moderate

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities. Habitat for Humanity, Tucson reserves the right to amend and change responsibilities to meet organizational needs as necessary.

ACKNOWLEDGEMENT

I have received a copy of the job description and have read and understand the contents.

Employee name (please print)

Signature

Date

Action: after signing, please forward to Human Resources