Habitat for Humanity of Charlotte
Job Description

Position Title: Partnerships Development Officer
Department: Development
Reports Directly To: Partnerships Manager

FLSA: Exempt, Full-time

Date of Job Description: October 2019

Summary:
The Partnerships Development Officer is a frontline fundraising position. Primarily, this position will be focused on the strategic and systematic growth and stewardship of faith/church partners and other partnerships in Habitat Charlotte's corporate giving programs.

In addition to meeting all assigned fundraising objectives, this position also manages administrative responsibilities connected to donor data & reporting, event coordination, mailings, bolstering awareness and building advocacy for the Habitat mission, and any other duties as assigned by the Partnerships Manager. This position will need to be flexible to work evenings and weekends - when needed and with proper notice - to support Development and affiliate-wide initiatives.

Essential Functions:

- Cultivate, solicit, and steward community partners and prospects.
- Work in cooperation with Partnership Manager to meet, and potentially exceed fundraising expectations and tasks.
- Execute Habitat Charlotte's current sponsorship process, ensuring all donors receive benefits and recognition in a timely manner, actively engaging them and continuing to move them through the development cycle.
- Support, and serve as the primary liaison for, Habitat Charlotte's Faith Committee and coalition builds.
- In conjunction with the Marketing team, manage communication materials for faith partnerships – both print and online.
- Help to execute corporate and faith-based stewardship plans.
- Represent Habitat in public settings, exercising discretion and judgment.
- Work with board members, leadership and other key volunteers in fulfilling development and advocacy goals.
- Manage to development goals and objectives assigned by the Partnership Manager
- Support team members when needed or any other development-related duties as assigned by the Director of Development.

Knowledge/Skills Required:

- At least 3 or more years' experience in professional fundraising role (or comparable professional setting)
- Strong communication and project management skills
- Timely management of, and attentiveness to, partnership applications, grants, and gift documentation submissions
- Ability to speak publicly in front of large corporate, civic, and church groups to solicit financial and volunteer labor donations
- Demonstrated ability to multi-task, plan, organize, and implement multiple projects and meet deadlines
- Command knowledge of Word, Excel, PowerPoint, and Outlook
- Experience with relational databases (Salesforce, Raiser's Edge or similar)
- Key personality attributes: accuracy, enthusiasm for teamwork, positive and proactive attitude, critical thinking, problem-solving, analytical and organized

Internal Interactions: All staff and Habicorps
External Interactions: Donors, homeowners, volunteers, sponsors, vendors, communities of faith
Physical Requirements: Ability to work at a computer, ability to help set up for special events, some light lifting may be required (<25 lbs.)

_____ _____ _____

Employee's Name (print) Employee's Signature Date

_____ _____ _____

Supervisor's Name (print) Supervisor's Signature Date