**Employment Position Title:** Corporate Relations Manager

**Department:** Development

**Basic Function:** The Corporate Relations Manager (CRM) will be expected to develop a caseload of 50-100 active corporate prospects and set out to execute strategies for the solicitation of these prospects. The CRM will report to the Senior Director of Development and work closely with all team members, including the President & CEO and the Board of Directors to identify, cultivate, solicit, and acknowledge corporate donors. The CRM should expect to spend no less than 50% of their time out of office, meeting potential donors, serving as a presence in the community, and building strong relationships with supporters.

**Key Responsibilities:**

* Achieve annual Corporate fundraising goals for general support and special event fundraising.
* Identify, cultivate and solicit five and six figure donations from Corporations to support general operations of Affiliate as well as special event goals.
* Responsible for identifying prospects, developing and proposing strategies for the cultivation of corporations.
* Provide effective coordination of activities, including team builds, site visits, special events.
* Collaborate with Senior Director of Development and Volunteer Supervisor on analyzing and strategizing on turning volunteers into donors.
* Serve as a liaison between donors and Habitat for Humanity Metro Maryland to ensure corporations develop a meaningful relationship with Habitat’s mission.
* Work with Resource Development staff to ensure appropriate stewardship of gifts and leveraging high touch events and experiences to strengthen donor relationship.
* Create cultivation and solicitation opportunities to engage new corporate donors and strengthen ongoing donor relationships in collaboration with other Resource Development staff.
* Research and create a pipeline of prospective donors. As opportunities arise, actively attend relevant community and business events that have potential to yield new prospects for the affiliate.
* Ensure that the donor database information is current and accurate.
* Assist the Senior Director of Development to fundraise for specific programs, projects and events.
* Utilize volunteers and/or interns to implement programs as needed.
* Be an outstanding, confident, and knowledgeable spokesperson for Habitat for Humanity Metro Maryland.

**Qualifications:**

* Self-starter with an ability to take initiative and manage multiple priorities
* Possess at least a Bachelor’s degree with four to six years of fundraising experience, preferably from Corporations.
* Demonstrated track record of raising five and six figure donations from Corporate donors.
* Ability to understand corporate goals and create partnership proposals that are mutually beneficial and help drive employee engagement, programmatic impact and HFHMM goals
* Be able to travel- requires a personal vehicle, insurance and valid driver’s license
* Work independently and be self-motivated in initiating contacts with potential donors
* Ability to think through and create/ follow timelines
* Excel at multi-tasking with various projects and deadlines; attention to detail is a must
* Excellent communication skills (written and verbal) and presentation skills
* Proficiency in Microsoft Office programs
* Knowledge of donor database systems in general. Experience with Bloomerang is a plus
* Ability to lift up to 20 lb
* Ability to work in fast-paced, open, team- oriented, business casual office
* Able to work nights and weekends as necessary
* Able to collaborate well with others

**Time commitment:** Full Time, Monday through Friday, some evenings and weekends required

**Benefits:** Health Coverage, 401K plan, Paid Time Off

**To apply:** Please submit the following information via e-mail to Careers@HabitatMM.org

   

Background check and drug test required before start date.

*Due to a high level of response not all applicants will receive notification of their application status.*

*No Phone Calls Please!*