



Job Description: Donor Engagement Manager

Job Title:	Donor Engagement Manager	Type:	Full-Time
Department:	Development	Classification:	Exempt
Reports to:	Executive Director	Pay Range:	\$46,000-50,000 per year

The Donor Engagement Manager will create, execute and evaluate all new gifts and sponsorship strategies with a donor-centered philosophy to ensure a diverse and sustainable revenue portfolio to support the agency's mission.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- **Donor Stewardship (40%)**
 - Build & steward relationships with a portfolio of 80-100 new supporters through personal communication (visits, phone calls, handwritten notes).
 - Direct committed donors and sponsors to the Development Manager who will facilitate agreements, ensure appreciation and recognition, and foster the relationship with CSC Habitat.
 - Implement comprehensive new donor campaigns for builds, expansions, and other programs.
 - Design and initiate general contribution and planned giving campaigns to meet funding goals for the affiliate.
 - Utilize and manage the In-Kind Partners program to minimize costs and build community partnerships.
 - Develop a communication that targets the faith community.
 - Cultivate primary relationships at churches to garner financial support.
- **Sponsorships & Grants (25%)**
 - Solicit corporate sponsorships for CSC Habitat events and builds.
 - Solicit faith organizations for build and neighborhood revitalization sponsorships.
- **Events (25%)**
 - Assist with annual events funding for CSC Habitat including the organization's Gala.
 - In collaboration with the Development Manager, recruit Table Hosts to the annual Gala.
 - Direct a series of small receptions and information sessions to enhance relationships for CSC Habitat.
- **Board Support (10%)**
 - Assist the Executive Director in cultivating relationships with Board members.
- **Complete other duties as assigned.**

QUALIFICATIONS

- Minimum of 5 years of professional or nonprofit development.
- Demonstrated fundraising success.
- Event Planning and Management.
- Knowledge of Adobe Creative Suite and basic graphic design abilities.



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- Excellent Communication skills, both written and oral.
- Demonstrated ability to develop and lead a team to achieve fund raising objectives.
- Flexible and adaptable style; a leader who can positively impact both strategic and tactical fundraising initiatives.
- Ability to participate as an active and visible member of the community in events, presentations, media, etc.
- Ability to construct, articulate and implement annual strategic development plan.
- Ability to work effectively with volunteers.
- Ability to project manage multiple projects simultaneously.
- Valid driver license with good driving record.
- Must pass a Criminal Background Check and Sexual Offender Check.

Benefits - package to include generous vacation/sick/personal leave, medical/dental/life insurance, Simplified Employee Pension Plan.

Suitable applicants can send their resume and cover letter to mcolvin@habitatcsc.org before **August 5, 2022**.