Job Description

Position Title: Donor Relations and Events Manager
Team: Development
Supervisor Title: Director of Advancement    FLSA Status: ☑ Exempt
Date: 2019    ☐ Non-Exempt

General Position Summary:
The Donor Relations Manager works as a member of the Development Team to raise funds to support the organization’s mission of building homes, communities, and hope. This individual is responsible for Habitat’s panel build and Adopt-a-Day programs, including sponsor cultivation, stewardship, and day-of event logistics. In addition, the Donor Relations Manager is responsible for managing all the organization’s special events, including the Key Awards and select special builds.

Core Responsibilities:

1. Fundraising
   • Cultivate and secure new corporate, organization, and faith-based sponsors for panel builds and Adopt-a-Days
   • Maintain existing relationships with current panel build and Adopt-a-Day sponsors, renewing their gifts when possible
   • Secure table sponsors for the Key Awards
   • Grow attendance at the Key Awards through individual ticket sales
   • Assist in executing cultivation strategies through follow up, fulfillment, and day to day projects
   • Follow-up, contact, and make appointments with donors/sponsors in partnership with the Director of Advancement and the Director of Development & Marketing
   • Provide excellent and timely customer service to sponsors and donors
   • Carry out other duties as assigned

2. Special Event Management
   • Organize and coordinate logistics and materials (i.e. developing invitations, managing RSVP list, strategizing program, arranging logistics, and acting as on-site support) for events; including, but not limited to:
     o Key Awards (Annual Fundraiser)
     o Panel Builds
     o Adopt-a-Days
     o Home Dedications
     o Neighborhood tours
Wall raisings and ground blessings
Donor Recognition events
Donor Cultivation events
Special Builds

Requirements:
• College degree in related field and minimum 3 years’ experience in fund development preferred
• Experience in event planning preferred
• Desire to work in the nonprofit sector with a faith-based organization
• Strong organizational and time management skills
• Excellent written and verbal communication skills
• Ability to work independently and as a part of a team
• Experience with Habitat for Humanity and/or affordable housing a plus
• Knowledge and proficiency with Microsoft Office products
• Knowledge of Salesforce constituent relationship management system a plus
• Outstanding written and oral communication skills with ability to articulate passion for and commitment to Habitat's mission
• Some evening and weekend availability required

Job Competencies:
Demonstrate commitment to Greater Des Moines Habitat for Humanity’s Mission and Values

Mission
Seeking to put God’s love into action, Greater Des Moines Habitat for Humanity brings people together to build homes, communities and hope.

Values
Build Solutions
Build a Safety Mindset
Build Faith and Family
Build as Stewards
Build with Heart

Normal Work Environment (Check best description):

<table>
<thead>
<tr>
<th>Office</th>
<th>Outdoors</th>
<th>Retail</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
</tbody>
</table>

Physical Requirements:
Continuously = 67-100% of workday
Frequently = 34-66% of workday
Occasional = 1-33% of Workday

(Indicate C, F, or O in front of each below)
C Sitting 0 Standing
0 Bending 0 Twisting
0 Stooping 0 Reaching above Shoulder
Kneeling 0  Reaching below Shoulder 0
Crawling 0  Working at Low Position 0
Climbing Stairs 0  Pushing/Pulling 0
Climbing Ladders 0  Working on Elevated Surfaces 0
Driving 0  Walking 0
Working on uneven surfaces 0

Weight Lifting/Carrying:
- Sedentary (0-10 lbs.) 0
- Light (11-25 lbs.) 0
- Medium (26-50 lbs.) 0
- Heavy (51-74 lbs.) 0
- Very Heavy (75-100 lbs.) 0

Dexterity:
- Eye/Hand Coordination C
- Feet (foot pedals) 0
- Fingering (picking, pinching, etc.) 0
- Handling (holding, grasping, etc.) 0
- Wrist Motion (repetitive flexion/rotation) 0

Hearing: ☒ Yes  ☐ No
If yes, explain the reason hearing is necessary:
Example: Hearing is necessary to perform the job as the ability to communicate verbally is essential to training and coordination with internal and external customers.

Visual Acuity Distance: (Example - clarity of vision at 20 inches or less):
Clarity of vision at 24 inches or less which is necessary to view computer monitor and read reports.

Equipment/Supplies/Tools
- Computer and Accessories
- Printer/Copier/Scanner/Fax
- Telephone
- General Office Supplies