



**POSITION DESCRIPTION**  
[www.habitatmetrodenver.org](http://www.habitatmetrodenver.org)

<b>Title:</b> Development Manager – Faith Relations	<b>Employment Status:</b> Full-time
<b>Department:</b> Resource Development	<b>FLSA Status:</b> Exempt
<b>Reports to:</b> Senior Director of Sponsorships	<b>Supervises:</b> Volunteers

May 2023

**Who You Are:**

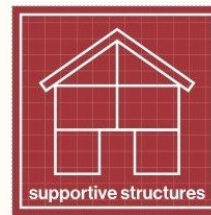
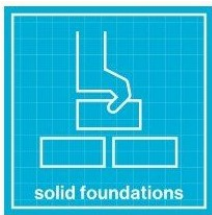
You’re someone who loves to create meaningful connections with people, and you are passionate about telling impactful stories. You love wearing many hats as you move between emails, calls, and visits with donors. In short, you love to be the out-the door representative for an impactful organization that is changing lives. You love challenges and you are comfortable juggling many simultaneous tasks. You love to learn new things quickly, and you are excellent at keeping track of projects and seeing them to fruition! People often comment that you seem to know lots of different people in our community. You produce high-quality work consistently and you LOVE details. You’re looking for a new position where you can make a difference in your life, the lives of others, and the world. In return, you seek an organization that appreciates your individuality and supports you as a member of a diverse and talented team. You know in your heart it’s time to find an opportunity to be part of something larger – something more impactful. If this sounds like you, please allow us to introduce ourselves.

**Who We Are:**

Habitat for Humanity of Metro Denver (Habitat Metro Denver) is part of a global, nonprofit housing organization that seeks to put God's love into action by bringing people together to build homes, communities, and hope. Habitat for Humanity was founded on the conviction that everyone needs an affordable, healthy, and stable place to live in dignity and safety, and that affordable housing should be a matter of conscience and action for all. To achieve our vision of a world where everyone has a decent place to live, Habitat Metro Denver builds, renovates and sells homes in partnership with low- and moderate-income families. Habitat Metro Denver is also an advocate for policies that create and preserve affordable housing. We work in neighborhoods across five counties in Metro Denver to not only build, renovate and sell new homes, but also to do critical home repairs to help families stay in their homes longer. Throughout our 44-year history, Habitat Metro Denver has served more than 2,500 households and is the 8th largest producer in the Habitat U.S. network.

**How We Succeed Together:**

Habitat Metro Denver’s **Cultural Blueprint** highlights the specific behaviors and mindsets that support our core values and guide day-to-day decisions, behaviors, and interactions of every person within our organization.



**Solid Foundations** - Our mission is at the heart of everything we do. We are passionate about our work, our teams, and our relationships.

**Innovative Design** - We are curious. We embrace change. We take risks and initiative to address a complex social issue – housing. We exemplify grit and determination in our relentless pursuit to ensure everyone has a safe and affordable place to call home.

**Open Doors** - We welcome everyone. We aspire to be an inclusive organization that celebrates one humanity – where equity, diversity and inclusion are at the core of every facet of our work.

**Clear Windows** - We approach everyone with kindness, clarity, and transparency. We champion authenticity, illuminate our strengths, and hold ourselves and others accountable.

**Supportive Structures** - We have each other's backs. We collaborate. Becoming better at what we do takes all of us. By building homes and life-changing careers, we make a transformational difference in our lives and the lives of others.

#### **GENERAL DESCRIPTION:**

The Development Manager – Faith Relations will be responsible for donor relations for a varied portfolio of faith-based donors. This position will report to the Senior Director of Sponsorships and will be the Habitat staff liaison to the Building on Faith volunteer committee.

**The Primary Role** (75%) of this position will be stewarding Faith-based Donors, with a special emphasis on seven existing faith coalitions. Activities will include: providing donor relations support for current faith-based institutional sponsors of \$2,500+ and working closely with the Major Gift Officer regarding individual faith-based donors; coordinating Habitat's faith-related special events; supporting third-party faith-related events held by outside faith coalitions and organizations; facilitating communications and contacts for faith-based donors with Habitat's Volunteer Dept.; and streamlining communications and financial processes with the faith coalitions.

**The Secondary Role** (25%) of this position will be prospect research and outreach for new Faith-based Institutional Donors that have the potential to make \$2,500+ annual gifts.

You will consistently and effectively advance Habitat Metro Denver's mission to build homes, communities, and hope by creating trusting and meaningful relationships with faith-based donors. To be successful in this role you will be friendly, enjoy engaging with donors, a great listener, creative and able to follow-up consistently to close gifts. You are donor-centric, operating with the highest integrity, and are an innovative problem solver and strategic thinker. Clear communications is your go-to, always striving to set expectations and establishing boundaries as necessary.

*The following reflects the organization's definition of essential functions for the position but does not restrict the tasks that may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential position functions.*

#### **CORE RESPONSIBILITIES**

- Oversee a pipeline of nearly \$500K annually from current Faith-based Institutional Donors that give at least \$2,500+ annually.
- Partner closely with the Major Gifts Officer in support of individual faith-based donors.
- Foster strong relationships among various constituencies to increase both volunteer participation and financial support.
- Faith Coalitions:

- Empower coalition leadership to manage members and achieve goals.
- Attend coalition events as the HFHMD representative (sporadic nights & weekends); support and engage coalitions with simple third-party fundraising opportunities; provide basic support for event logistics.
- Communications: Streamline communication practices with faith partners and coalitions, including financial reporting and regular status updates; work with Marketing to create and maintain faith-related materials; manage Habitat-based communications platforms for coalitions, including coalition websites through [www.habitatmetrodenver.org](http://www.habitatmetrodenver.org)
- Plan and oversee Habitat's annual Faith-related special events.
- Visit faith donors on the construction site, thank them for their support, obtain testimonials and photographs.
- Serve as the liaison between faith donors and future Habitat Homeowners.
- Identify and research potential new faith-based institutional donors.

### **KNOWLEDGE, SKILLS & ABILITIES**

- Highly collaborative team player who strives for excellence and works independently.
- Ability and desire to engage in conversations with donors via phone/email/face-to-face.
- Ability to respond accurately and thoroughly to donor inquiries.
- Resourceful and creative problem solver; partners with team members to find solutions when unanticipated issues develop.
- Flexibility with scheduling (some evening and weekend events to attend)
- Strong public speaking skills.
- Ability to adapt to change; attention to detail, with demonstrated organizational skills.
- Ability to handle confidential donor information with sensitivity, integrity, and accuracy.
- Proficiency in Microsoft Office (Word/Excel); exp. with Raiser's Edge (preferred).
- Experience working with committees and volunteers (preferred).

### **EXPERIENCE**

- 1-3 years' experience in development or related field (preferred)
- Lived experience and/or structured education in public relations, communication, marketing, religious studies, or a similar field could be beneficial in this role.
- Demonstrated ability to work successfully with and respect the confidentiality of information pertaining to a wide variety of constituents including donors, board members, volunteers, and colleagues.
- Proficiency with Microsoft Office required, and Raiser's Edge NxT preferred.

### **PHYSICAL REQUIREMENTS NECESSARY TO PERFORM THIS JOB**

- Hybrid work model (minimum 2 days/week at a Habitat location, with ability to work from home the other days) *During the first 6-9 months of employment additional days in the office will be required to build critical interpersonal connections and strengthen the communications team's vision, strategy, and cohesiveness.*
- **Proof of COVID-19 vaccination is currently NOT required for employment.**

**WORK ENVIRONMENT & CONDITIONS:**

- Flexible schedule including early mornings, late nights, and weekends as required for special fundraising events as needed.
- Ability to travel to and from meetings and appointments in locations and times when public transportation is unavailable.
- A Motor Vehicle Report (MVR) will be run for insurance purposes.
- Valid driver's license and ability to be insured under the company's insurance policy is a prerequisite.

**The expected starting salary range for this position is \$56,000 - \$65,000**, with consideration given for applicable education and experience above the minimum requirements. The full salary range for this position is \$55,400 - \$75,400.

**Benefits** available include medical, dental and vision insurance options; 401k savings match; paid Life Insurance and AD&D policy; Short and Long-Term Disability Insurance; Paid Time Off for vacation, sick, holidays, floating holidays, Healthy Families Workplace Act (HFWA) Leave; Parental Leave and paid time to volunteer.

**Please apply by copying and pasting the following link in your browser:**

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=26190&clientkey=9F05EDCA5A4F338D08503989FA9B94C0>

**Or visit our Careers Page:**

<https://habitatmetrodenver.org/about/careers/>



*At Habitat for Humanity of Metro Denver, we value diversity and strive to ensure that our practices and policies are equitable and inclusive. We do not tolerate harassment or discrimination of any kind. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment that is free of harassment, discrimination, or retaliation because of age (40 and older), sex, sexual orientation (including transgender status and gender identity or expression), pregnancy (including childbirth, lactation, and related medical conditions), marital status, race, national origin (including ancestry), disability, creed, religion, genetic information, HIV status, military or veteran status, or any other status protected by federal, state, or local laws. Habitat Metro Denver is dedicated to the fulfillment of this policy in all aspects of employment, including but not limited to recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, dismissal, and all other terms, conditions, and privileges of employment.*