

**YOUR JOB TITLE: PHILANTHROPY MANAGER**

**WHO YOU REPORT TO: DIRECTOR OF PHILANTHROPY**

**WAGE AND HOUR JOB TYPE: EXEMPT**

**PROGRAM: PHILANTHROPY**

**WHAT YOU CAN EXPECT TO WORK ON:**

As a representative of Habitat for Humanity Tucson, and in partnership with the Director of Philanthropy, identify and cultivate community relationships and partnerships to increase the impact of Habitat for Humanity in Southern Arizona.

**OUR MISSION... AND HOW YOU FIT INTO IT**

Creating a more compassionate and just world, Habitat for Humanity Tucson brings people together to build homes, communities, and hope. Your role is to make the people in the Tucson community aware of Habitat for Humanity Tucson, our goal to make neighborhoods collaborative and safe, and to carry out a comprehensive and diverse community presence strategy of community awareness, stakeholder growth, and community activities. Your work will reflect the integration of the following:

**Job Duties Include:**

- As part of the Philanthropy Team steward a portfolio of donors to encourage increased giving to Habitat Affinity Builds and programs.
- Create vision and strategy to manage all aspects of two Affinity Builds (Rainbow and Women) including meeting fundraising goals and supervising volunteer fundraising committees.
- Manage fundraising events, donor cultivation and donor appreciation events.
- In collaboration with the Director of Philanthropy, create and manage all aspects of donor recognition program.
- In partnership with Volunteer Resource Manager, coordinate and arrange for the staffing of volunteers for fundraising events and builds - including World Habitat Day.
- Attend and participate in department and all-staff meetings.
- Enter appropriate information into Raiser's Edge; run queries, labels, and reports as needed from database.
- Working in partnership with marketing and PR staff; generate event invitations, programs, promotional materials, and press releases.
- Represent Habitat Tucson at community events.
- Provide event information for the website, printed newsletters, annual reports, reports sent to staff and committees, e-newsletters, and press releases.
- Manage correspondence and phone calls related to events management.
- Exhibit a high level of personal and professional integrity, and ethics.
- Other duties as assigned.

**YOU ARE:**

**Education and Experience:**

Bachelor's degree in an applicable field or equivalent experience

Three years' experience in fundraising, event management and volunteer management.

Five years' experience in the not-for-profit environment, including interaction with boards and committee members, either as a volunteer, staff member or both preferred.

Experience with Microsoft Office products and Raiser's Edge.

**Talents we need:**

Excellent oral, written and listening skills.

Excellent organizational skills, including the ability to prioritize tasks.

Ability to maintain confidentiality.

Detail-oriented.

Ability to work with a flexible schedule that would include early mornings, weekends, and evenings.

A willing team member with strong interpersonal skills.

Ability to work independently and make sound judgements.

Ability to work within deadlines and within budget.

Ability to communicate with thoughtfulness and diplomacy

Ability to lead from behind and create positive change by influencing without authority

Visionary who takes ownership and pride in his/her work

Donor focused and team spirited with a positive attitude

Flexible and adaptable

**OTHER NECESSITIES:**

**Travel:** 10% travel within Tucson. This includes visiting HabiStore and local job sites.

**Overnight stays:** Occasional travel to conferences and meetings.

**License:** Valid Arizona Driver's License with reliable transportation, clean driving record and proof of insurance.

**Working hours:** The position is regarded as full time (40 hours a week). Work is usually performed between 8:00am and 5:00pm Monday through Friday. Additional hours may be required to perform the job and may include some evenings and/ or weekends.

Habitat for Humanity Tucson is a licensed contractor in the state of Arizona.

Habitat for Humanity Tucson is an Equal Housing Opportunity provider. We do not discriminate on the basis of race, sex, color, age, disability, religion, marital or family status, sexual orientation, gender identity, or because all or part of an applicant's income is derived from public assistance programs.

Habitat For Humanity Tucson (HFHT), an Arizona nonprofit corporation

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