



CORPORATE AND COMMUNITY PARTNERSHIPS MANAGER

What We Do

Be part of the affordable, homeownership movement! Join us and make an impact on people's lives! Habitat for Humanity Greater San Francisco believes in the power of homeownership to address the affordable housing crisis and enable families to build generational wealth. To this end, we **build homes** for first-time homeowners and **sustain homeownership** by helping vulnerable homeowners retain their home as an asset for generations to come.

Your Impact

As a critical part of the Fund Development team, the Corporate and Community Partnerships Manager will steward and grow relationships and forge new partnerships with small-medium-and large companies, corporate foundations, family and community foundations, faith-based organizations, and other nonprofits. This role will grow the pipeline of qualified prospects for general mission support, sponsorships for Habitat GSF team volunteer activities, and various events throughout the year. The Corporate and Community Partnerships Manager will help to manage and enhance the Fund Development's systems and procedures for working with corporations, foundations, other organizations, leading the systems for working with foundations. This position serves a leading role in expanding Habitat GSF's overall engagement with institutional partners in our tri-county service region- San Francisco, San Mateo, and Marin counties.

Primary Responsibilities

Portfolio Management and Volunteer Engagement (50%)

- Move corporate leads through the fundraising pipeline from initial inquiry to securing committed funding.
- Support corporate groups throughout the planning, execution, and wrap-up of their volunteer activities.
- Oversee a portfolio of corporate, foundation, and other institutional donors.
- Works closely with Director of Corporate and Community Partnerships to help design, implement, and manage account specific strategies for highly personalized cultivation, relationship management, and stewardship of both the assigned and larger team portfolio.
- Establish and meet annual goals for personal contact with donors and prospects, with a strong emphasis on face-to-face meetings, but also includes



phone, greeting corporate groups on build sites, email, event attendance and other unique donor touches.

- Execute mutually beneficial corporate partnerships that help drive revenue, increase awareness of HGSF's work, and spurs ongoing engagement with HGSF, ensuring timely renewals and continued partnership growth YOY.
- Support the development of a renewal strategy for corporate volunteer groups to ensure continued partnership and YoY revenue growth.
- Collaborate across departments including Construction and Volunteer Services to develop new mission-aligned volunteer activities and continue efforts to improve the volunteer experience to increase ongoing engagement.
- Work alongside the Director of Corporate and Community Partnerships to secure sponsorships for our annual fundraising event, managing deliverables for all confirmed sponsors.
- Team up to secure sponsorship for HGSF's special affinity group build events (Women Build, LGBTQ+, and Industry-Build), overseeing event coordination/execution, volunteer group scheduling, and sponsorship deliverables for each event.
- Co-lead collaboration with Habitat for Humanity International and other Habitat affiliates.
- Participate in fund development and organization wide events as appropriate.

Prospecting and Outreach (30%)

- Researching new potential corporate and foundation funders.
- Soliciting and qualifying potential donors and prospects with growth potential resulting in portfolio growth.
- Vetting high potential corporate donors for further cultivation to maintain an adequate pipeline of partnerships in our three-county region.
- Refining our corporate moves management strategy and identifying areas for growth.
- Utilize research and networks of existing donors and key connectors to identify prospects.
- Working with our Construction department to develop a running list of desired in-kind equipment and material donations. Actively researching, identifying, and reaching out to prospects to secure in-kind items to minimize our expenses.

Grant Writing and Material Creation (10%)

- Manage corporate grant proposals and reporting for the funders within the assigned portfolio, while also working to identify new funding opportunities with existing partners.



- Develop highly personalized donor communications including proposals for grants, sponsorships, gifts-in-kind and other types of financial support, stewardship reports, general program updates, etc.
- Contribute to the development and publication of event sponsorship materials throughout the year.

Donor Database Management and Administration (10%)

- Maintain our Salesforce database to provide data-driven reports as well as strategies, briefing materials, written proposals, and acknowledgements for the Director Corporate and Community Partnerships, Chief Development Officer and often the CEO.
- Support the Director of Corporate and Community Partnerships to improve Salesforce usage for forecasting, task management, and record accuracy.
- Partner with program, finance, and construction staff to develop written materials, supporting documents, and impact statements appropriate for dissemination to donors.
- Maintain up-to-date corporate and foundation donor recognition across all relevant channels.
- Work closely with the Finance department and Fund Development colleagues for outstanding payment tracking and gift processing.
- Other duties as assigned.

Minimum Qualifications

- Minimum of 3 years fund development, fundraising experience, or related for-profit sales and/or account management experience.
- Experience managing and implementing strategic efforts professionally while meeting or exceeding goals.
- Effective interpersonal skills within a fast-paced, collaborative team environment.
- Proven ability to gain trust of corporate executives, leaders, and decision-makers in secure complex multi-year commitments from Fortune 1000 companies and to craft meaningful employee/employer engagement.
- Strong CRM database and Microsoft office suite knowledge.
- Excellent organizational ability, a meticulous attention to detail.
- Superior verbal/written communication skills with excellent presentation and negotiation skills.
- Self-starter with the ability to problem solve autonomously.



- Strong organizational skills and ability to manage multiple projects with tight deadlines simultaneously toward their completion.
- Ability to work nights and weekends as needed.
- Ability to travel within HGSF Tri-County territory (San Francisco, San Mateo and Marin counties) for events as needed.
- Must be able to pass background check
(In accordance with state and county law: convictions do not necessarily rule out employment, it depends on the nature and severity of the conviction and is evaluated on a case-by-case basis, check is conducted on last 7 years only.)

Preferred Qualifications

- Knowledge of and or experience with Salesforce
- Prior experience working directly with volunteers.
- Not-for-profit housing development experience and knowledge.
- Local knowledge of the Greater San Francisco philanthropic community a plus.

Work Environment

Office Role: This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets. This position is a hybrid role and will be required to come into the office as determined by HGSF leadership.

Physical Demands

This is a largely sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets, and stand or bend, as necessary. Must be able to travel within HGSF's service area.

Benefits

Compensation for this role is competitive, DOE. This full-time position offers medical, dental and vision insurance, life insurance, long-term disability, employee assistance program (EAP), Flex Savings Account (FSA), 403b retirement account, commuter benefits, 20 paid vacation days, 3 front loaded sick days (accrue up to 72 hours per year), and 13 paid holidays.

EEO: Habitat Greater San Francisco is an equal opportunity employer. Habitat Greater San Francisco strives to reflect the diverse community it serves. Applicants who contribute to this diversity are strongly encouraged to apply. Reasonable accommodation is available for qualified individuals with disabilities, upon request.



Habitat GSF receives federal funds through Self-Help Homeownership Opportunity Program (SHOP) and is required by federal law, to the greatest extent possible, to provide job training and employment opportunities to Section 3 residents. *Section 3 residents are defined as public housing residents or low-income persons who live in metropolitan area or non-metropolitan counties where HUD-assisted projects are located.