



To apply for this role, send or attach the following documents:

(1) resume, (2) cover letter, (3) writing sample

Incomplete applications will be discarded immediately.

We believe in a San Gabriel Valley and a world where *everyone* has a decent place to live. We work tirelessly to achieve this! To help even more people access the housing they need to thrive, we're on the hunt for a savvy, donor-centric fundraiser to steward and grow our corporate and foundation partners.

Are you a relationship builder extraordinaire? Have you memorized Dale Carnegie's *How to Win Friends and Influence People*? Do you have a track record of helping corporations and foundations give generously? If so, this position might be the one for you!

If you want to land this job, *you must, absolutely must* demonstrate the following:

- Deep knowledge of the San Gabriel Valley and Los Angeles County.
- Track record of asking for and closing five- and six-figure gifts.
- Superior speaking skills.
- Superior grant writing skills. Must be able to easily and quickly craft LOIs, proposals, reports, pitches and e-mails.
- Strong interpersonal skills.
- Software skills. Must be proficient in MS Word, Excel and Power Point. Raiser's Edge (preferred).
- Desire to invest in our organization over the long-term.

In this new Corporate & Foundation Partnerships Manager role, you'll be our chief relationship builder and fundraiser for corporations and foundations. In the first year, your primary responsibility will be to steward and grow an existing portfolio of about 45 institutional partners while also cultivating select new partners.

Reports to: Director of Resource Development

Your Responsibilities

- Steward and renew a portfolio of \$700,000 while also increasing it each year
- Develop and maintain a formalized timeline for cultivating and stewarding prospective and current donors including calls, visits, lunches, invitations to special events, reports, pitches, updates, etc.
- Oversee and execute a full range of grant-related activities: prospect research, relationship building, writing and compiling proposals, reporting, etc.
- Oversee data, tracking and reporting outcomes for corporate/foundation portfolio; ensure all donor accounts in Raiser's Edge are updated and maintained
- Ensure that each funding partner receives promised marketing/exposure benefits
- Help create and oversee unique corporate engagement experiences including digital impact days, in-person build days, webinar sponsorship/participation

Additional Requirements

- Bachelor's Degree
- Minimum three years' fundraising experience with corporate/foundations

Building

Strength, stability and self-reliance through shelter

- Strong team player

About Us

Driven by the vision that everyone needs a decent place to live, "Ace" Cain and a group of committed volunteers founded our organization - San Gabriel Valley Habitat for Humanity- in 1990. We started by building a few homes in Pasadena in partnership with families in need. Today, we've grown into a volunteer and donor-powered movement that has helped nearly 900 people gain quality housing and self-sufficiency both locally and abroad.

Our backyard (service area) consists of 31 communities including Northeast Los Angeles, Glendale, Pasadena and San Gabriel Valley. Families and individuals in need of a helping hand partner with us to build or improve a place they can call home. We welcome all to donate, volunteer, add a voice in support of affordable housing, or shop in our retail stores. Together, we can help families build quality homes and better lives for themselves.

Note: All applications must include a (1) resume, (2) cover letter, and (3) writing sample.

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Job Type: Full-time

Pay: \$58,000.00 - \$70,000.00 per year

Benefits:

- 401(k)
- Dental Insurance
- Employee Assistance Program
- Employee Discount
- Health Insurance
- Life Insurance
- Paid Time Off
- Vision Insurance

Schedule:

- Day shift
- Monday to Friday

Experience:

- institutional fundraising: 3 years (Required)

Education:

- Bachelor's (Required)

Work Location:

- One location

Company's website:

- www.sgvhabitat.org

Company's Facebook page:

- facebook.com/sgvHabitat

Benefit Conditions:

- Waiting period may apply
- Only full-time employees eligible

Work Remotely:

- Temporarily due to COVID-19