



Fort Collins  
**Habitat**  
for Humanity®

## Corporate Relations Manager

**Job Title: Corporate Relations Manager**  
**Department: Development**  
**Reports to: Executive Director**  
**FSLA Status: Exempt, Hours Negotiable**

### **Position Summary:**

The Corporate Relations Manager is a development position responsible for growing corporate sponsorship and investment to support FCHF's impact in our community. Reporting to the Philanthropy Director, the Corporate Relations Manager will research new partners, solicit new and existing partners with both grant and marketing proposals, and promote year-round stewardship including quality reporting back to funders.

Primary activities for the position include maintaining and growing current sponsor involvement, renewing their annual commitments, and securing new sponsors. Corporate investments in FCHF typically range from \$1K to \$100K in cash contributions for event and home sponsorship. FCHF is a \$3-4 million/year organization, with a target annual cash sponsorship of \$500K and in-kind goals reaching \$50K.

This is a unique opportunity as Fort Collins Habitat for Humanity has just begun the planning phase of a capital campaign to build out the largest development yet, the Harmony Cottages (48 homes) and to ensure the sustainability of the organization. As the campaign moves forward, this individual will have the opportunity to support the development department, secure impactful corporate campaign gifts, and make a transformational legacy mark on the organization. This is a unique opportunity to be an integral part of a capital campaign and work alongside a dynamic, motivated development team.

### **Essential Responsibilities:**

- Secure new sponsorship underwriting by identifying prospects, researching, qualifying, approaching, and soliciting to secure support. Adhere to steps of the fundraising cycle and best practices to move relationships through the process.
- Solicit and secure sponsorships over \$1,000 in capacity.
- Field cold calls from businesses interested in getting involved with our organization and follow up to secure support.
- Increase the exposure and understanding of FCHF within our community by making in person visits, speaking to stakeholders over the phone and virtually to develop relationships and secure new support.
- Ensure that the strategy is articulated through goals and objectives that are specific and easily measured and that staff and Board Members are informed of progress through clear and thorough reporting.
- Manage a prospect portfolio of approximately 100 corporations or foundations. Conducts 50+ face-to-face visits to partners per year. Develops and implements strategies to move prospects toward solicitation; completes assigned solicitations on the agreed upon timeline. Plans and implements at least 5 solicitations of 6-figures per year.
- Submit proposals with an action plan to gain support.
- Complete a monthly projection plan to demonstrate solicitation activities and follow-up with quarterly activity reports to demonstrate goal achievements.
- Represent the organization at community and networking events.

- Collaborate with Philanthropy Director, Executive Director/CEO and Board of Directors to set goals and determine organizational needs.
- Document all sponsorships and grant awards and complete all necessary paperwork for accounting, operational fulfillment, compliance and reporting.
- Maintain excellent relationships with existing partners and expand relationships where possible.
- Ensure fulfillment and delivery of all deliverables.
- Recruit and oversee interns and volunteers as necessary.
- Contribute to the smooth operation by consistently documenting activity in Raiser's Edge, and building positive working relationships with colleagues in communications, construction, faith and global engagement, volunteer coordination, events, and finance.
- Continually build knowledge about the mission, projects, and prospects of Fort Collins Habitat for Humanity.
- Stay informed of news on the corporate and foundation landscape and disseminate as needed, including identification of new prospects and updates on existing prospects.
- Compose, edit, and/or coordinate proposals and solicitations for campaign
- Coordinate and prepare briefings for campaign visits and follow up as appropriate.
- Ensure that appropriate stewardship is carried out, in accordance with the Donor Bill of Rights from the Association of Fundraising Professionals and compliance requirements of specific funders.
- The above covers the most significant responsibilities of this position. It does not, however, exclude other duties, the inclusion of which would be in conformity with the level of the position.
- The successful candidate will possess the following competencies: judgment, strategic thinking, initiative, ability to deal with ambiguity, quality decision making, integrity and trust, interpersonal savvy, listening, negotiating, presentation skills, priority setting, strategic agility, strong written communications, openness, tenacity, persistence, creativity and collaboration.

#### **Basic Qualifications:**

- Bachelor's Degree required.
- A minimum of four years successful development or related experience. Demonstrated track record in soliciting and closing sponsorships.

#### **Additional Qualifications:**

- Demonstrated success in sponsorship and/or grant award solicitations.
- Advanced knowledge of fundraising strategy and techniques and an ability and willingness to implement strategy.
- Experience working with major gifts or sponsor accounts over \$1,000 in capacity.
- Comfortable with national brand solicitations and major accounts in a variety of business sectors from Banking/Finance to Construction, Healthcare and Technology.
- Must be an action-oriented individual and comfortable taking risks.
- Excellent written and verbal communication skills, with demonstrated capabilities delivering compelling presentations and proposals.
- Excellent organizational skills.
- Exhibit a keen attention to detail, including follow-through and follow-up.
- Experience turning organization priorities into compelling gift opportunities for sponsors.
- Able to maximize giving potential and giving inclination using all available resources.
- Experience managing volunteers.
- Experience in prospect meetings. Planning and execution of multiple donor engagement events annually.
- Computer literacy required; must have experience with Window and databases.
- Able to work nights and weekends as required.

## Salary Range:

\$25,000-\$42,000 per year commensurate with experience and hours agreed upon (24-32 hours per week).  
Goes from PTE to FTE at 32 hours and includes additional benefits.

**Please submit resume, cover letter including salary requirements to Kristin Candella at [kcandella@fortcollinshabitat.org](mailto:kcandella@fortcollinshabitat.org).**

*An Equal Opportunity Employer Fort Collins Habitat for Humanity does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, genetic information or any other status protected by law or regulation. It is our intention that all qualified applicants are given equal opportunity and that selection decisions be based on job-related factors.*

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## About Fort Collins Habitat for Humanity:

Fort Collins Habitat for Humanity is part of a global, nonprofit housing organization operated on Christian principles that seeks to put God's love into action by building homes, communities and hope. Fort Collins Habitat is dedicated to eliminating substandard housing in the Fort Collins area and worldwide through constructing, rehabilitating and preserving homes; by advocating for fair and just housing policies; and by providing training and access to resources to help families improve their shelter conditions.

Habitat for Humanity was founded on the conviction that every man, woman and child should have a simple, durable place to live in dignity and safety, and that decent shelter in decent communities should be a matter of conscience and action for all. As an affiliate of Habitat for Humanity International, we abide by all the global guiding principles but also by a set of locally adopted principles that reflect who we are and our goal of building 50 More Homes by 2020.

1. **Christian homebuilder & provider of housing support services.** Other purposes will be pursued only with Board input and approval.
2. **People focus.** We seek to treat people as we want to be treated.
3. **Needs driven.** We seek to grow to address a growing need for safe, affordable housing.
4. **Safety.** Safety for homeowners, staff and volunteers guides our decisions and actions.
5. **Capacity & Sustainability.** We develop people, processes, land and funding to enable ongoing pursuit of our mission.

## About Fort Collins, Colorado:

Money Magazine named Fort Collins the best place in the country to live. The Old Town Historic District has fine bookstores, galleries and shops. Because Fort Collins is also home to Colorado State University, it has all the liveliness and bustle of a college town. Good restaurants, craft breweries, nightlife and culture abound. There's always something going on.

This northern Colorado city is an outdoor-oriented community, with the nearby national park, Lory State Park and Horsetooth Reservoir, where you can do everything from boating and swimming (in the summer months) to horseback riding, camping, fishing, mountain biking and rock climbing. And there are plenty of places for off-road driving, mountain biking, hiking and other outdoor activities. Golfers will find several challenging local courses, and anglers can fish for both stream and warm-water fish.

Learn More:

<http://www.visitftcollins.com/>

<http://downtownfortcollins.com/>

<http://www.fortcollinschamber.com/>