



Fort Collins  
**Habitat**  
for Humanity®

**Corporate  
Engagement &  
Events**

<b>Title: Corporate Engagement &amp; Events Manager</b>	<b>Employment Status: Full-Time (32+ Hours)</b>
<b>Department: Development</b>	<b>FLSA: Exempt</b>
<b>Reports to: Chief Development Officer</b>	<b>Supervises: N/A</b>

### General Description:

The Corporate Engagement & Events Manager will play a pivotal role in advancing our organization's mission by overseeing corporate engagement initiatives and coordinating high-impact events. This dynamic position is responsible for cultivating and sustaining relationships with corporate partners and sponsors, as well as planning and executing events that showcase our mission in meaningful and engaging ways. The ideal candidate is strategic, detail-oriented, and passionate about connecting with businesses to build lasting partnerships.

Reporting to the Chief Development Officer, the Corporate Engagement & Events 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 \$2,500 to \$100K in cash contributions for event and home sponsorship. FCHF is a \$8 million/year organization, with a target annual cash sponsorship of \$500K and in-kind goals reaching \$50K.

### **Duties and Responsibilities:**

#### *Corporate Engagement:*

- **Develop & Execute Strategy:** Create and implement a comprehensive strategy for engaging corporate partners that aligns with our organizational goals.
  - 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.
- **Relationship Management:** Identify, cultivate, and maintain strong relationships with corporate sponsors, partners, and stakeholders.
  - Conducts 50+ face-to-face visits to partners per year. Develops and implements strategies to move prospects toward solicitation.
  - 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.
- **Sponsorship & Partnership Development:** Collaborate with internal teams to design tailored sponsorship packages and proposals to solicit and secure sponsorships over \$2,500 in capacity.
  - Stay informed of news on the corporate and foundation landscape and disseminate as needed, including identification of new prospects and updates on existing prospects.
- **Metrics & Reporting:** Monitor engagement activities and prepare regular reports detailing progress and outcomes.

- **Representation:** Act as an ambassador for the organization at industry events, networking functions, and corporate meetings.
  - 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.

*Event Coordination:*

- **Event Planning:** Lead the planning, coordination, and execution of a variety of events—including the Homecoming Gala, We Build Breakfast, homeowner events and networking events—that enhance corporate engagement.
- **Budget & Logistics Management:** Oversee event budgets, manage logistics, coordinate vendor relationships, and ensure on-time and within-budget delivery.
- **Marketing Collaboration:** Work with the marketing team to develop promotional strategies that maximize event attendance and engagement.
- **On-site Management:** Direct event staff and coordinate with Volunteer Manager who will direct volunteers, ensuring seamless event operations and a positive attendee experience.
- **Post-Event Analysis:** Conduct evaluations after events to gather feedback, assess impact, and identify opportunities for improvement.

*Collaboration & Communication:*

- **Cross-Functional Partnership:** Collaborate with teams across the organization (e.g., Marketing, Communications, Development) to ensure cohesive messaging and strategy alignment.
  - Collaborate with Chief Development Officer, CEO, CFO, and Board of Directors to set goals and determine organizational needs.
  - 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.
- **Documentation:** Maintain thorough records of corporate engagements, event details, and communications to support transparency and continuous improvement.

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:**

- **Education:** Bachelor’s degree in Business, Marketing, Communications, Hospitality, or a related field.
- **Experience:** 3-5 years of experience in corporate engagement, event planning, or a similar role.
- **Skills:**
  - Strong project management and organizational skills with the ability to manage multiple projects simultaneously.
  - Exceptional communication and interpersonal abilities.
  - Proven track record of developing and maintaining relationships with corporate partners.
  - Proficiency in event management tools, software, and the MS Office Suite.
- **Personal Attributes:** A proactive problem-solver with a strategic mindset, creative thinking, and a passion for building partnerships.

**Preferred Qualifications:**

- Experience working in a nonprofit or mission-driven organization.
- Advanced degree or certifications in event management, project management, or a related area.

**Additional Qualifications:**

- Experience working with major gifts or sponsor accounts over \$2,500 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.

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.

Salary Range \$75,000-\$90,000 per year commensurate with experience and hours agreed upon (32-40 hours per week).

Please submit resume and cover letter including three references to Mara Johnson at [mjohnson@fortcollinshabitat.org](mailto:mjohnson@fortcollinshabitat.org). No phone calls, please.

*An Equal Opportunity Employer, Fort Collins Habitat for Humanity does not discriminate based on 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.*

*Studies have shown that women and people of color are less likely to apply for jobs unless they believe they can perform every job description task. We intend to find the best candidate for the job, and that candidate may come from a less traditional background. Habitat may consider an equivalent combination of knowledge, skills, education, and experience to meet minimum qualifications.*

---

**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.

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/>