



**Job Title: Faith and Legacy Giving Manager**

**Department: Development**

**Reports to: Chief Development Officer**

**FSLA Status: Salaried, Exempt**

### **Position Summary:**

The Faith & Legacy Giving Manager is responsible for cultivating strong relationships with local faith communities and individual donors to grow support for Fort Collins Habitat for Humanity's mission. This role engages local churches, faith organizations, and mission-aligned individuals while also developing and managing a robust planned giving program (Legacy Builders). The ideal candidate is equally comfortable at a pulpit or a kitchen table—someone who is passionate about mission focused work, skilled at relationship-building, and capable of translating values into long-term support.

### **ESSENTIAL RESPONSIBILITIES**

#### **Faith Engagement**

- Develop strategies to build and maintain faith-based community partnerships across the organization, including the maintenance of all current partnerships while also pursuing new relationships with diverse faith congregations to support Habitat home building and other programs.
- Monitor and follow up with faith partners on their fundraising progress, including maintenance of donor and organization records in Raiser's Edge NXT database.
- Develop relationships with clergy, faith leaders, denominational leadership, and the volunteer faith champions committee to expand the capacity of the Faith Build program.
- Oversee the Faith Champion Committee by cultivating and maintaining relationships with key volunteers, hosting monthly meetings, and creating appreciation strategies while making sure they are well informed.
- Work with the Development and Communications departments to create and maintain marketing materials and partnership tools to support faith partnerships.
- Plan, coordinate, and represent Habitat at annual faith-based events including the Faith Build Luncheon, Lemonade Stands, and the Gingerbread event.
- Work closely with the Volunteer Manager to coordinate scheduling of faith groups and ensure faith partners are informed about volunteer opportunities across the organization. Help to ensure faith groups enjoy their on-site and ReStore volunteer experiences and are well informed.
- Travel frequently within service area to visit faith partners and prospective faith partners. This includes attending evening meetings and weekend worship services.



- Meet annual performance goals by raising at least \$200,000 in support of the Faith Build Common Ground homes.
- Expand and engage youth groups to further our mission of funding homes in partnership with youth groups and local families.

### Legacy Giving

- Lead the development and management of a robust planned giving program, ensuring that Habitat offers clear, accessible opportunities for donors to make legacy gifts.
- Manage and grow the Legacy Builders Society, including stewardship efforts, recognition strategies, and meaningful touchpoints to honor those who have included Habitat in their estate plans.
- Collaborate with the Chief Development Officer, CEO, and other fundraisers to support planned giving conversations and provide tools, materials, and expertise to help deepen donor engagement.
- Develop educational materials and campaigns—both digital and print—to raise awareness of planned giving options among current and prospective donors.
- Coordinate events, workshops, and outreach efforts to promote planned giving in alignment with Habitat's mission and values.
- Maintain accurate records and reporting for planned giving intentions and documentation in partnership with the Development and Finance teams.

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.

### Basic Qualifications:

- **Education:** Bachelor's degree or an equivalent combination of education and experience.
- **Experience:**
  - 3–5 years of experience in fundraising, donor stewardship, or development roles, with a preference for those who have solicited gifts from individuals, churches, or foundations.
  - Familiarity with annual campaigns, giving societies, and faith-based giving models like tithing.
- **Skills:**
  - Strong project management and organizational skills with the ability to manage multiple projects simultaneously.
  - Experience planning faith-based events (like build days, luncheons, or giving campaigns).
  - Strong written and verbal communication skills; comfortable speaking in front of congregations, mission committees, and donor groups.
  - Ability to deliver presentations that connect faith with philanthropy.
  - Familiarity with the local faith community and/or area religious organizations.



- Demonstrated ability to work with diverse faith communities across denominations or religious traditions in a respectful and inclusive way.
- Demonstrated ability to work across departments, especially with development, volunteer, and communications teams.
- Proficiency in donor management software (e.g., Raiser's Edge or similar CRM) to track giving history and engagement.
- Ability to maintain a high level of confidentiality.
- **Personal Attributes:** A proactive problem-solver with a strategic mindset, creative thinking, and a passion for building partnerships.

**Preferred Qualifications:**

- Experience working in a church/faith-based organization, nonprofit, or mission-driven organization.
- Background in theology, ministry, or religious studies preferred, or demonstrated understanding of how to align organizational mission with faith-based values.
- Familiarity with recruiting and mobilizing faith-based volunteers.

**Additional Qualifications:**

- Experience securing financial commitments, of \$2500 in capacity, or partnerships from congregations, faith leaders, and faith-based institutions.
- Must be an action-oriented individual and comfortable taking risks.
- Exhibit a keen attention to detail, including follow-through and follow-up.
- Experience turning organization priorities into compelling gift opportunities for partners.
- 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/partner engagement events annually.
- Computer literacy required; must have experience with Window and databases.
- Able to work nights and weekends as required.

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.*

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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.

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/>