



Position: Philanthropy Manager

Reports to: Chief Philanthropy Officer

Classification: Full Time, Exempt

Salary: \$70,000 - \$85,000

Date: November 2022

Schedule: Monday – Friday, evenings and weekends as needed. Hybrid office/remote.

POSITION SUMMARY

The Philanthropy Manager is responsible for advancing the mission and vision of Tacoma/Pierce County Habitat for Humanity by seeking and securing donations from individual major donors and private foundations. The Philanthropy Manager is an engaged member of the development team and works to build a culture of philanthropy both internally and externally for the organization. This position is actively engaged in the planning, support and fundraising activities of a capital campaign for the organization.

Key components of this position include cultivation, solicitation, and stewardship of a portfolio of 50-70 major donors made up of individuals giving over \$5,000 and private foundations.

RESPONSIBILITIES

Major Donor Fundraising

- Manage a portfolio of about 30-40 individual major donors
- Participate in each step of the donor pipeline including: identification, qualification, cultivation, solicitation, and stewardship

Grant Writing

- Manage a portfolio of about 20-30 foundation donors and prospects
- Write and submit grant applications and reports, meeting deadlines with ample time for review and editing
- Identify, cultivate, and apply to new grant prospects
- Work collaboratively with other departments to ensure accurate information is collected for grant applications and reporting requirements
- Create supplemental documents and/or presentations as required for grant applications, reports and/or awards

Philanthropy

- Assist and support the Chief Philanthropy Officer and CEO in capital campaign activities including committee support, scheduling of donor meetings, preparing materials, and timely follow up with donors and volunteers
- Design an annual comprehensive strategy and execution plan for all assigned donors and foundations
- Enter and track proposals and actions using Raisers Edge/NXT database, following department protocols
- Assist with case statement development and other writing as needed
- Be an engaged team member participating with planning, strategies, events and activities
- Strengthen the culture of philanthropy both internally and externally with all constituents
- Participate in strategic funding discussions in partnership with the Chief Philanthropy Officer
- Other duties as assigned

Habitat Engagement

- Understand the Habitat history, mission and culture from a staff, volunteer and donor perspective
- Be an engaged member of the organization by understanding and supporting the work of other departments
- Participate in meetings and trainings as informed by supervisor
- Work to create an integrated and positive internal culture

Education and Qualifications:

- High level of customer service and administrative support experience
- Ability to both meet and manage multiple deadlines
- Be collaborative and relational with both internal and external stakeholders
- Proficient with Microsoft Office Suite
- Preferred experience with CRM (relational) databases; Raisers Edge experience is a plus
- Fundraising and/or grant writing experience preferred

Compensation and Benefits

Habitat offers a competitive salary and benefits package for this position commensurate with experience, including paid medical, dental and vision benefits and a matching 403b plan.

Physical demands and work environment

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job's essential functions.

While performing the duties of this job, the employee is frequently required to remain in a stationary position for long periods while operating a computer, participating in meetings, and communicating on a telephone or in person. Occasional requirements are to move about the office to access office equipment and need to have the ability to traverse a construction site. Must be able to lift 25-50 lbs. Some nights and weekend events required.

To Apply

Interested in applying? Email the following:

- A letter of interest specifically addressing the qualifications listed in this announcement including why you are interested in a role with Tacoma/Pierce County Habitat for Humanity.
- Current resume.
- Three professional references.

Are you interested in this position but don't quite meet all of the qualifications or experience?

If you are motivated, enthusiastic, and passionate about Habitat for Humanity's mission, we want to hear from you! Tell us why you would be still a great fit for this position in your letter of interest.

Tacoma/Pierce County Habitat for Humanity is an equal opportunity employer. We are committed to cultivating a staff who reflects the communities in which we build. We aim to attract candidates who broaden our diversity of race, gender, sexual orientation, age, ethnicity, religion, cultural experiences, skills, and community representation. We seek employees who value collegiality, respect, and pride in workplace. We believe the inclusion and amplification of our differences create a more effective workplace and a more compassionate world.

If you are selected for the position, Tacoma/Pierce County Habitat for Humanity will conduct a background check before hire.