



Position: Manager of Community Giving
Reports to: Director of Fundraising

About Habitat for Humanity New York City:

Founded in 1984 as an independent affiliate of Habitat for Humanity International, Habitat NYC constructs new or renovates existing homes in the five boroughs of New York City for affordable homeownership by families in need. Our mission is to transform lives by building quality homes with families in need and by uniting all New Yorkers around the cause of affordable housing.

Job Overview

The Manager of Community Giving role is an exciting opportunity to join the Resource Development team as well lend targeted support to other departments. As a faith-rooted housing organization, the Manager of Community Giving primary responsibility is to strengthen and grow partnerships with faith congregations, clergy leaders and community groups. This position will engage these targeted groups in fundraising, volunteerism, and advocacy to ensure that our partners' strengths are fully utilized to advance Habitat for Humanity New York City's mission.

This position is a Monday through Friday position, including frequent weekends and evenings.

Responsibilities

- Steward and grow at least 100 existing faith and community partners with a giving capacity between \$2,500 and \$100,000+ in the areas of giving, volunteering, advocacy with support from the Director of Fundraising
- Assist the Director of Fundraising with recruitment strategy for peer-to-peer fundraising initiatives and other special projects as needed, along with an individual giving portfolio
- Serve as primary support for execution of special builds and projects including Women Build, Team Habitat, TD 5Boro Bike Tour, etc.
- Prepare grant applications, proposals, letters of inquiry and other documents to secure community-based funding
- Cultivate a portfolio of prospective faith and community partners to increase partners through referrals, coalitions, networking events, invitations to Habitat events, and cold calls
- Plan and execute annual interfaith build weekend, Build for Unity
- Schedule and speak at faith and community engagements
- In collaboration with Manager of Advocacy and Community Engagement, support youth and emerging groups including campus chapters and Habitat Young Professionals in their fundraising efforts



- Support advocacy team in collecting faith and community leader endorsement of advocacy campaign as well as paper house signatures from faith and community group members
- Work closely with Marketing and Communications to create, promote and/or execute monthly strategies associated with special projects and community partners, 3rd party faith and community events, MLK Weekend of Service and other faith and community builds/events
- Ensure proper recognition of faith and community partners
- Create bi-weekly reports and updates to Director Fundraising regarding pipeline development, inter and intra-department collaboration, upcoming events and items requiring Director and/or VP's input and support
- Other duties as assigned.

Qualifications

- Bachelor's degree required. Advanced degree in nonprofit management, public policy, and/or religious studies a plus.
- 3-5 years of fundraising in a faith-based environment. Prior experience should include faith-based donor management, community organizing, and volunteer management.
- Strong track record in prospecting, building and cultivating relationships with NYC faith and community groups
- Knowledge of NYC affordable housing climate and/or affordable housing development
- Demonstrated experience in creating collateral for faith and community communications including regular e-newsletters, presentations, brochures, proposals and reports
- Demonstrated experience successfully negotiating partnerships and/or contracts.
- Demonstrated ability to write grant applications for faith and community-based institutions
- Demonstrated ability to be a creative and resourceful problem solver; able to balance the tension between partner expectations and organizational capabilities, strategies and results
- Emotional intelligence, high energy and a strong orientation towards customer service
- Excellent communication and writing skills: ability to articulate Habitat NYC's mission, program objectives, and resource needs persuasively to potential partners
- Superlative organizational skills: ability to manage complex projects from creation to completion, plan and prioritize multiple projects, and coordinate to meet deadlines
- Exemplary interpersonal skills: the ability to collaborate effectively with culturally diverse staff and partners
- Demonstrated poise, tact, compassion, integrity, and professionalism
- Ability to work independently, take initiative, and approach problems creatively.



- Advanced computer skills (SalesForce, Raiser's Edge preferred) and expertise in Microsoft Office (Word; Excel; PowerPoint; Outlook)
- Passion for the vision and mission of Habitat NYC.
- Ability to work evenings and weekends and travel throughout five boroughs as necessary
- Ability to lift up to 25 lbs.

Habitat for Humanity New York City is committed to a policy of equal opportunity in all its activities and programs including employment and promotion. It does not discriminate on the basis of race, color, nationality. Or ethnic, origin, citizenship status religion, sex, sexual orientation, age, physical handicap, veteran, or marital status. Women and minorities are encouraged to apply.

