



# Development Manager, Corporate Partnerships

## Position Description

### Classification

Exempt

### Reports to

Vice President of Development

### Summary/Objective

The Development Manager, Corporate Partnerships is a key contributor to the mission of Habitat for Humanity of Pinellas and West Pasco Counties (HfHPC) by generating revenue through identification, research, cultivation, pitching and securing new sponsors. Additionally, the position is responsible for managing relationships with an existing pool of corporate sponsors. This position will maintain programs in accordance with performance targets set by the HfHPC Vice President of Development.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Identify, cultivate and secure new corporate sponsorships for events, specialty builds and programs.
2. Cultivate and maintain relationships with current corporate sponsors.
3. Identify and cultivate prospects for corporate employee giving, cause related marketing programs and 3<sup>rd</sup> party events.
4. Engage with and cultivate corporate volunteer groups that are volunteering at Habitat.
5. Work with Special Events Coordinator to ensure sponsors are accurately tracked, receive sponsor benefits and are communicated with before, during and after the event.
6. Work with Director of Marketing to ensure all corporate sponsor recognition is provided in proper manner.
7. Work with Development Coordinator to ensure all CCTCP paperwork is submitted in timely manner.
8. Ensure corporate donors are recognized and acknowledged for their gifts.
9. Act as staff corporate liaison for all Development events, specialty builds and programs
10. Represent HfHPC at community events.
11. Maintain up-to-date information on current prospect, partner and sponsor records in donor management system and provide appropriate reporting as necessary.

### Competencies

1. Professional, enthusiastic, mission driven personality.
2. Strong interpersonal skills and the ability to communicate effectively.
3. Ability to exercise good judgement, to demonstrate an understanding of ethics related to development activities, and to use discretion in interactions with donors, prospects, staff and volunteers.
4. Equal parts of humor, integrity, compassion, and patience necessary to foster effective working relationships with donors, families, staff and various other constituencies.
5. Skill in organizing resources, multi-tasking and establishing priorities.



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6. Strong verbal and written communication skills. Presentation skills to both large and small groups.
7. Skill in the use of software applications; including MS Office Suite.
8. Familiarity with donor database systems.

#### Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job in an office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines.

#### Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to use hands, reach with hands/arms, listen and communicate. The employee must be capable of lifting and/or moving up to 30 pounds on a necessary basis, occasionally required to stand and walk for long extended periods of time, climb or balance and stoop or kneel.

#### Position Type/Expected Hours of Work

This is a full-time salaried compensated position.

#### Education, Experience and Attributes

- 3 to 5 years of experience in working with corporations to secure sponsorships in the nonprofit field.
- Bachelor's degree in business administration or related field.
- Ability to read, analyze, and interpret general business information.
- Ability to speak and write English fluently.
- Builds constructive and effective relationships.

#### Other Duties

Please note this job description is designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

#### To Apply

Please send resumes and cover letters to [resumes@habitatpinellas.org](mailto:resumes@habitatpinellas.org)

All resumes will be reviewed upon receipt.

*HfHPC is an equal opportunity employer and seeks to employ and assign the best qualified personnel for all our positions in a manner that does not unlawfully discriminate against any person because of race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve national guard status, or any other status or characteristic protected by law.*

**Main Office & Pinellas ReStore** | 13355 49th Street North, Clearwater, FL 33762 | (727) 536-4755 | [habitatpwp.org](http://habitatpwp.org)  
**New Port Richey Office & West Pasco ReStore** | 4131 Madison Street, New Port Richey, FL 34652  
**St. Pete Resource Center** | 1350 22nd Street South, St. Petersburg, FL 33712