

Manager of Philanthropic Partnerships

Knoxville Habitat for Humanity is seeking a Manager of Philanthropic Partnerships. This person will work closely with the Chief Development Officer (CDO) to manage resource development efforts and implement strategies to support fundraising and the organization's growth. The position also requires coordination of meetings, programs and other elements designed to enhance positive relations with all philanthropic partners of KHFH.

This position is a full-time, salaried position and requires a flexible schedule. The start date for the position is January 2025.

As an equal opportunity employer, we encourage people of varied races, ethnicities, national origins, religions, gender identities and sexual orientation, disabilities, veteran status, socio-economic statuses, thinking and communication styles to work with us. Knoxville Habitat for Humanity is working across cultures to provide a safe workplace for all where all are visible, respected, supported, and valued. We are a drug free, equal opportunity employer dedicated to the mission of connecting families and communities with the transformational impact of affordable homeownership. Knoxville Habitat for Humanity is a Tennessee Drug Free Workplace

Essential Duties and Responsibilities:

- Work closely with the CDO to establish long-term goals and objectives for each contribution category.
- Develop clear lines of communication with all staff.
- Manage and execute fundraising campaigns and initiatives.
- Develop and maintain relationships with all philanthropic partners of KHFH.
- Effectively manage donors through the donor lifecycle.
- Engage in public relations activities to enhance the organization's visibility.
- Conduct prospect research on individuals, corporations, and foundations using all available sources, with specific attention on philanthropic capacity and inclination.
- Maintain donor files, narratives, and other related information in DonorPerfect (CRM software).
- Collaborate quarterly with Development Manager and Data Manager to create screening of new and recaptured donors and report results.
- Build and maintain accurate records of all philanthropic partners.
- Assist CDO in budget creation and review for development department each fiscal year.
- Assume other tasks and responsibilities as assigned by the CDO.

Administrative Responsibilities:

- Stay current on development and fundraising initiatives of Habitat for Humanity International and Habitat for Humanity of Tennessee.
- Back up and support work of other development team members as needed.

- Collaborate with Marketing and Communications staff to update, design, and maintain website content and social media promotions – as requested.
- Perform other duties as assigned to fulfill the mission of KHFH.

Minimum Qualifications:

- Commitment to Knoxville Habitat for Humanity's mission and values.
- Bachelor's degree from an accredited college or university in a relevant field and subject (relevant fields include but are not limited to: business administration, marketing, communications, and public relations).
- Basic proficiency in Microsoft Office applications.
- Strong written communication skills and command of English language and grammar, with the ability to compose, edit, and proofread materials.
- Aptitude and/or experience in using management software (examples: Monday.com, Salesforce, and DonorPerfect).
- Detail oriented with the ability to prioritize and execute multiple projects within assigned deadlines.
- Ability to work independently under minimal supervision.
- Ability to work cooperatively in a team environment.
- Reasonable comfort level with ambiguity and evolving institutional priorities.
- Strong analytical thinking and problem-solving skills.
- Must meet the physical requirements of job, including lifting and/or moving 25 pounds.

Benefits

- Salary range \$70,000-\$75,000
- Dental insurance
- Employee assistance program
- Health insurance
- Life insurance
- Paid time off
- Vision insurance
- Simple IRA Plan Participation

Job location:

Knoxville Habitat for Humanity
1501 Washington Avenue
Knoxville, TN 37917
USA

To Apply:

Please submit resume and cover letter sharing your proudest fundraising moment to: humanresources@knoxvillehabitat.org