



<b>Position:</b>	Corporate Relations Manager
<b>Reports to:</b>	Executive Director
<b>Location:</b>	2415 McDonough, Joliet- Various sites throughout Will County
<b>FLSA Status:</b>	Full Time Position

## Organization Description

Seeking to put God's love into action, Habitat for Humanity brings people together to build homes, communities, and hope. We envision a world where everyone has a decent place to live.

Will County Habitat for Humanity (WCHFH) is a locally run affiliate of Habitat for Humanity International, a nonprofit, ecumenical Christian housing organization that makes the dream of homeownership possible for low-income families. By creating an affordable mortgage, typically much less than average rental rates in the market area, we provide stability and an increase in disposable income by 20-30% or more. That increase results in outcomes that most average, and above-income makers take for granted. These outcomes include the ability to adequately feed the household; having safe and healthy living conditions; providing for a supportive educational environment that leads to increased rates of high school graduation and college degrees; having health care coverage; being involved in the community, and ultimately providing an increased sense of hope. This game-changer is the best method to break the cycle of generational poverty. WCHFH is seeking to make a long-term impact on the supply of affordable housing in Will and Grundy County and the lives of Habitat homeowners.

Since 1988, WCHFH has partnered with people in our community to help them build or improve a place they can call home. WCHFH homeowners help build their own homes alongside volunteers and pay an affordable mortgage. With your support, WCHFH homeowners achieve the strength, stability, and independence they need to build a better life for themselves and their families.

## Position Summary

In this position you are a part creating life-changing experiences, immersing yourself in the heart of the community, and collaborating with a dynamic team that things happen! The Corporate Relations Manager is responsible for developing and managing strategic partnerships with corporate entities to secure financial support, in-kind donations, and volunteer engagement. This role involves, strategizing, implementing and cultivating relationships with new and existing partners, identifying new opportunities for collaboration, and ensuring that corporate partners' involvement aligns with Habitat for Humanity's mission of building homes, communities and hope. The Corporate Relations Manager is a frontline fundraiser, they grow overall corporate giving, and manage benefit fulfillment. As part of those goals, the Corporate Relations Manager will need to take an active role in fundraising events and the collaborative development of sponsorship recognition. Additional responsibilities include being out in the community, prospect research, donor communications, preparation and follow up for donor meetings, general

stewardship and reporting. The Corporate Relations Manager works across teams to help deliver a high-quality experience to volunteers and donors.

### **Key Responsibility: Corporate Portfolio Management**

Build a portfolio of corporate partners that have the capacity to become mid-level donors (\$15,000-\$50,000). Identify prospects that are a good fit by mining lists of current partners, assessing potential of incoming inquiries, and researching new prospects.

- Cultivate and maintain strong, long-term relationships with corporate partners and prospects.
- Create a strategy for deepening relationships, resulting in larger, more value driven partnerships.
- Serve as the primary point of contact for corporate partners, ensuring exceptional service and satisfaction.
- Identify and engage protentional corporate partners to secure sponsorships, donations and volunteer support.
- Develop and execute customized proposals to align with the corporation's partner's business goals and philanthropic interests.
- Lead discovery meetings to gain an understanding of prospect needs.
- Steward partners for continued and increased future giving; fulfill partnership benefits as needed.
- Collaborate with the marketing and development teams to create compelling campaigns and promotional materials that appeal to corporate partners.
- Track and report on the performance and impact of the partnerships, ensuring that deliverables are met and partners are recognized for their contributions.
- Coordinate with the internal teams to ensure the success of the corporate-sponsored events, volunteer activities and other engagement opportunities.
- Serve as the primary point of contact for corporate partners, addressing their needs and ensuring a positive partnership experience.
- Track progress towards partnership goals and prepare reports for internal stakeholders and corporate partners.
- Analyze the effectiveness of corporate engagement strategies and adjust plans as necessary to optimize results.

## **Responsibilities**

### **Key Responsibility: Team Build Sponsorships**

Working across the corporate partnerships and volunteer programs teams helps drive greater commitments and retention from team build groups by ensuring prospects are converted and appropriately supported from point of contact through stewardship.

- Build and maintain strong relationships with key corporate stakeholders, including executives and decision-makers.
- Serve as the primary point of contact for corporate partners, addressing their needs and ensuring a positive partnership experience.
- Ensure information regarding special considerations reaches the appropriate team.
- Work across teams to continuously improve inquiry process and team build experience.
- Welcome and host corporate volunteer groups on build sites, at the ReStore and affiliate events

## **Key Responsibility: Event Sponsorships**

Support activities required to cultivate and partner with new corporate event sponsors. This includes identifying, researching, and soliciting prospects.

- Persuasively communicate the affiliate's mission and programs to potential funders
- Assist with ongoing strategy for corporate event sponsors
- Work with Events Manager to identify new event sponsorship opportunities.
- Work with team members to insure sponsor benefits have been implemented

## **Key Responsibility: Other Projects**

Support various administrative, project management and customer success efforts as needed.

- Benefit fulfillment and execution for events
- Stewardship and post-closing partner success for large opportunities

## **Key Responsibility: Teamwork**

As a key Development Team member, contribute to our organizational health through enthusiastic collaboration, leadership and personal integrity.

- Maintain a "team first" outlook, supporting the success of the team and the mission in attitude, ideas, and actions; lead by example and with active, creative input for growing and improving the organization
- Contribute enthusiastically to all organization events, helping as necessary with set up/take down, management, networking, various tasks, etc.
- Engage with all members of team, program participants, and core volunteers.

## **Requirements**

### *Required Knowledge, Skills & Abilities*

- High level of computer literacy, including familiarity with Microsoft Office and CRM systems
- Excellent writing, analytical, and research skills
- Self-motivated, detail oriented, highly organized
- Flexible schedule to be able to attend community and affiliate events
- Personable, customer-oriented; ease with working with others and with delegating
- Must work well under pressure and with changing priorities
- Discretion with confidential materials
- Ability to provide outstanding and inspirational leadership
- Ability to relate to individuals and appreciate diversity
- Enthusiasm for nonprofit development work and willingness to proactively seek best practices and new ideas.
- Commitment to problem solving, continuous improvement, curiosity and personal development.
- Understanding and enthusiasm for Habitat for Humanity philosophy and willingness to advocate its mission.

### *Education and Experience*

- 3+ years of fundraising or sales experience, preferably relating to corporate/foundation relations or business development.
- Experience managing funders/sponsors, team members, volunteers, and outside vendors and relationships.
- Understanding of corporate philanthropy planning and moves management processes.
- Experience with successful project management and effectively leading projects start to finish.

## Successful Habitat team members share the following characteristics

- **Trust:** You invest in your fellow team members, and you do what you say you will do. You thrive on constructive feedback and have a high level of integrity.
- **Commitment:** You have a “go above and beyond” attitude; nobody here works just for a paycheck.
- **Engagement:** You embrace bringing people to the Habitat mission.
- **Innovation:** You are a creative problem solver that works across teams.
- **Curiosity:** You express curiosity and reserve judgment.
- **Achievement:** You love results and hate excuses. You will help Will County Habitat for Humanity grow to be a leading organization.

## Benefits/Position Details

**Reports To:** Executive Director

**Hours:** Full-time; 8am-4pm plus evenings and weekends when required for affiliate and community events.

**Environment:** Will County Habitat for Humanity is located at  
2415 McDonough Street, Joliet

This is a hybrid position allowing for remote work.

Will have a desk, computer, and phone line in an open office environment.

**Conditions:** Must be able to lift 25 pounds and work at a computer for long periods of time.

**Compensation:** Based on experience

WCHFH offers a competitive benefits package, including medical, dental, vision, short-term disability, 403(b), a generous paid time off package.

**FLSA Status:** This position is exempt from the overtime provisions of the Fair Labor Standards Act (FLSA). It does not earn overtime or compensatory time for additional time worked.

**Training:** The position will begin with an onboarding period to become familiar with the organization’s work and policies; they will be trained on the specifics of the role through a combination of in-person, online and written trainings and will be expected to take the initiative to review materials as needed and seek understanding of new developments in order to perform their responsibilities.

## HOW TO APPLY

Will County Habitat for Humanity is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, age, religion, sex, sexual orientation, marital status, national origin, or disability.

Learn more about Will County Habitat for Humanity at [habitatwill.org](http://habitatwill.org)

Please submit resume and cover letter via email to [careers@habitatwill.org](mailto:careers@habitatwill.org)



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