



AmeriCorps VISTA Corporate Relations

Chicago is a unique city, full of grit, determination and possibility—and Habitat Chicago is proud to call it home. Committed to the betterment of all residents, we develop physical and social assets to strengthen neighborhoods with the goal of creating stability for the 4 in 10 Chicagoans living in declining conditions. Our AmeriCorps members play a key role in the day to day work of Habitat Chicago- leading volunteers on the build site, coordinating and communicating with volunteers from our office, helping to create new systems and and procedures for our constantly growing organization and so much more. Benefits beyond the AmeriCorps living allowance and education award include a food and transportation stipend of at least \$150/month. In your down time, explore the amazing and diverse neighborhoods throughout Chicago, grab a taco in Pilsen, learn at the Museum of Science and Industry, see historical homes and learn about the history of Chicago Architecture through a boat tour and so much more. Come join us in our quest to help build a stronger Chicago!

Position Summary:

The Corporate Relations VISTA will advance the affiliate's corporate partnerships program. S/he will work on a team to improve systems and tactics for strengthening the affiliate's relationships with companies in Chicago, increasing supporter loyalty and revenue potential so that Habitat Chicago can better meet the vast needs of communities in Chicago.

Key Responsibilities:

- With a focus on improving both the quantity and the quality of our corporate relationships, review and improve our Team Build inquiry and response process, ensuring that each current and potential corporate partner receives communication that is timely, personal, consistent, and compelling.
- Respond to Team Build inquiries and lead prospects through the inquiry process. This includes scheduling and completing qualifying phone conversations with the prospect and timely email follow ups.
- In collaboration with other members of the development department, improve our new affinity builds program.
- Working with key relationship managers (staff and/or volunteers), create and implement corporate relations strategies, including but not limited to: identification, relationship building, program delivery, and appreciation tactics with a focus on Major Gifts
- Serve on the affiliate's Communications and Stewardship Project Team, creating communication projects aimed at current and potential corporate partners (social media, newsletter, content development, etc.), with a focus on process and templates for customized stewardship plans for each corporate group.
- Attend and participate in affiliate events; responsibilities may include set up, cleanup, and engaging with attendees and informing them about the AmeriCorps



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program, our affiliate's mission and neighborhood engagement programming, and how to become a volunteer and/or family partner.

Qualifications:

- The successful candidate will be organized, strategic and a great communicator with a passion for building relationships. He/she will be motivated by Habitat's mission and love making those around her/him successful.
- BA/BS or G.E.D. equivalent or high school diploma + 2-3 years of professional experience required
- Excellent communication skills including written, verbal and high-comfort level on the phone
- Exceptional interpersonal skills
- Able to manage multiple ongoing projects
- Good organizational skills and attention to detail a must
- Salesforce experience a plus
- Valid Illinois driver's license or ability to obtain within 30 days of service; No serious driving related convictions/at fault accidents in past 3 years (Operation of affiliate vehicles is required)
- Personal vehicle or access to transportation to arrive at Habitat office required.
- Discretion with confidential materials; sound judgement for balancing affiliate values with external opportunities
- Commitment to problem solving, continuous improvement, curiosity and personal development

Compensation: AmeriCorps members will receive a monthly living stipend, health plan benefits, worker's compensation, and loan deferral. Habitat Chicago provides an additional \$150 stipend for food and transportation in the form of a CTA pass, gas gift card or grocery gift card. Members receive an education award at the completion of their term of service (1700 hours).

To Apply:

Email cover letter and resume to Katie Clendenning at katie.clendenning@habitchicago.org. Please include "AmeriCorps Corporate Relations - your last name" in the subject line. Incomplete applications will not be accepted.

Please note: If moved forward, we will require candidates to submit an application through americorps.gov for full consideration.

Applications will be accepted through August 10th or until position is filled. Candidates will be contacted for interviews on a rolling basis. No phone calls please.



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Learn more about AmeriCorps service with Habitat at www.habitat.org/ameriCorps.

Habitat for Humanity Chicago is an equal opportunity employer. This organization does not discriminate in employment and personnel practices on the basis of race, sex, age, handicap, religion, national origin or any other basis prohibited by applicable law.