



## PARTNERSHIPS ASSOCIATE

**Overview:** Habitat for Humanity Chicago is a nonprofit affordable homeownership organization that partners with families and neighborhood residents to build homes and revitalize communities in Chicago with a primary focus on the Southside.

**Position Summary:** The Partnerships Associate works across teams to help deliver a high quality experience to volunteers and donors. S/he manages groups in the sales process, leads in-kind donation procurement, drives excellent affiliate communications and contributes to the development and improvement of specific volunteer programs.

**Key Responsibility: Group Inquiry Sales and Team Liaison (40%)**

Working across corporate partnerships and volunteer programs teams, help drive greater commitments and retention from team build groups by ensuring prospects are converted and appropriately supported from point of contact through stewardship; work with corporate partnership manager to research prospective businesses and organizations; support the drafting of proposal documents.

- Drive conversion of assigned prospects through responsive and compelling cultivation and pitches; identify and act on upgrade opportunities
- Manage prospect relationships through contract stage and pick up again in stewardship stage with the aim of increased overall retention and upgraded giving
- Assist with proactive research and outreach as necessary; participate in prospect strategy sessions
- Ensure information regarding special considerations reaches appropriate team
- Work across teams to continuously improve inquiry process and team build experience

**Key Responsibility: In-Kind Product Procurement (20%)**

Working across development and construction teams, take the lead on identifying and securing in-kind donations that align with and advance affiliate goals.

- Create and manage list of in-kind needs and wants; prioritize items based on costs, urgency, utility and strategic plan/fiscal year goals
- Identify prospective donors; plan and execute cultivation and solicitation plans, emphasizing relationship building for recurring giving and long-term retention; pull in staff, ReStore team, or volunteers as necessary to put forth strongest solicitation team
- Work with construction team to create/organize tracking system for existing in-kind donations
- Ensure accurate and timely processing of in-kind gifts; work with appropriate team to coordinate physical collection/delivery of donated items
- With assistance from development team, plan and execute stewardship strategies

**Key Responsibility: Affiliate Communications and Stewardship Support (20%)**

Working on a project team, take an active role in driving accurate, compelling communication and stewardship activities.

- Participate actively on Communications and Stewardship Project Team, helping to shape its culture and structure
- Collaboratively identify and execute priorities, needs and long-term strategy
- Help distribute responsibilities of identified communications and stewardship activities; recruit others as needed
- Maintain personal and team commitment to brand and affiliate communication standards

### **Key Responsibility: Volunteer Programs and Campaign Support (20%)**

Working with volunteer programs team, assist with improvement of volunteer programs, especially as related to revenue-producing programs; Support the successful execution of affiliate campaigns, initiatives, and special events - aiming for year-over-year growth.

- Actively participate in team strategy and planning meetings
- Assume leadership/project management roles for Team Build experience plans and other projects as assigned
- Support the Habitat Emerging Leaders Board staff liaison in outreach and fundraising efforts
- Contribute to affiliate project teams as assigned (e.g. Women Build)

### **Key Responsibility: Teamwork**

Help grow the affiliate through collaboration, leadership and vision.

- 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 affiliate
- Contribute enthusiastically to affiliate events, helping as necessary with set up/take down, management, networking, various tasks, etc.
- Maintain complete and accurate records in CRM system to help facilitate both institutional memory and cash forecasting
- Engage with all members of team, partner families, and core volunteers

### **Qualifications:**

- Excellent communication, analytical, and research skills
- Self-motivated, detail oriented, highly-organized
- Personable, customer-oriented; ease with working with others and with delegating
- High level of computer literacy, including familiarity with CRM systems (Salesforce preferred)
- Enthusiasm for nonprofit development work and willingness to proactively seek best practices and new ideas
- Must work well under pressure and with changing priorities
- Bachelor’s degree plus 1 year relevant experience or 3 years relevant experience
- Discretion with confidential materials
- Commitment to problem solving, continuous improvement, curiosity and personal development
- Understanding and enthusiasm for Habitat for Humanity philosophy and willingness to advocate its mission



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### 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 who works across teams.
- *Curiosity:* You express curiosity and reserve judgment.
- *Achievement:* You love results and hate excuses. You will help HFHC grow to be a leading Habitat organization.

### Position Details:

*Department:* Development

*Reports To:* Corporate Partnerships Manager

*Hours:* Full-time/40-hours per week. Flexible hours with occasional evening and weekends required. Some work may be completed remotely.

*Compensation:* Hourly position ranging from \$18-\$20.70 per hour, depending on experience. 30+ vacation/sick/personal days per year. 90% employer paid health insurance; access to dental, vision and 401k plans.

*FLSA Status:* This position is non-exempt under the Fair Labor Standards Act (FLSA). The incumbent is eligible for overtime pay or compensatory time according to HFH Chicago policy. Further, the employee must submit timesheets that accurately reflect all hours worked.

### To Apply:

After reviewing the attached Full Position Description, please submit a cover letter and resume to [david.chudy@habitchicago.org](mailto:david.chudy@habitchicago.org) with “Partnerships Associate – Your Name” in the subject line by 7/28/18. Only successful applicants will be contacted and interviews will take place on a rolling basis. No phone calls, please.

*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.*