



We build strength, stability, self-reliance *and* shelter.

Job Description
Partnership and Events Manager
Habitat for Humanity, Orange County, NC



Organization

Habitat for Humanity of Orange County is solid like the houses it builds. With integrity, creativity, and a clear and powerful belief that “everyone in Orange County deserves a decent place to live,” it is continually adapting to meet a need for more affordable housing. It is seeking a Partnership and Events Manager with a passion for its work and an entrepreneurial spirit.

Since 1984, Habitat has built over 300 homes in Orange County and funded the construction of another 256 homes overseas. In addition to new construction, the affiliate has completed over 100 home repairs through its Home Preservation Program. The organization was granted the 2020 Community Impact Award by the Chapel Hill Carrboro Chamber of Commerce, awarded the Corporate Philanthropy award in 2021 by the Triangle Business Journal, in 2019 was announced as the Non-Profit of the Year by the Hillsborough Chamber, and was a 2020 recipient of GSK’s IMPACT award.

The need for more affordable housing options has never been greater. The average home in Orange County now costs more than \$550,000, rent for a two-bedroom apartment, if you can find one, is \$1,100 or more per month, and the availability of federally supported Section 8 housing is in rapid decline. The lack of affordable land close to the county’s largest employers, UNC and the medical center, is an ongoing challenge.



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The Habitat model of sweat equity and affordable mortgages has been social enterprise in action before the term became popular, and the model still works. Habitat has expanded beyond the model to serve more families with its innovative Home Preservation program which has helped to keep families in their own homes with repair and rehabilitation services. Over the past 39 years, we've seen that stable housing in a thriving community creates promise and possibility for families. Weavers Grove is our bold vision to make this a reality for 238 families in Chapel Hill for years to come. Of these homes, 102 will be Habitat homes and the remainder will be built as "missing middle" market rate housing. This will set a new precedent for mixed income living in Orange County and across the nation. The Chapel Hill Town Council unanimously approved the Conditional Zoning in June 2020. Since then, Habitat received the Zoning Compliance Permit and has been busy with site development and infrastructure. New home construction is set to begin in summer of 2023.



Orange Habitat is an affiliate of Habitat for Humanity International, an ecumenical Christian organization that welcomes people of any or no faith. Collaboration and inclusion permeate Habitat's culture and are key ingredients in its success. Habitat is participating in a program called Bridgebuilders that focuses on depolarization and organizing across difference; particularly the LGBTQIA+ community. Another focus of the affiliate is the Advancing Black Homeownership initiative which seeks to address the barriers to homeownership faced by foundational Black families. Habitat is known locally for its collaborations with student groups and the medical center at the University of North Carolina at Chapel Hill and for its very successful Women Build program. Durham, Orange, and Wake Habitat affiliates combine to operate local



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ReStores and use the profits to build more homes. As the demographics of Orange County have changed so have Habitat homeowners, including more Hispanic and Karen (Burmese) families.



Today, Habitat employs 26 people and is overseen by a 17-member Board of Directors. Its Advisory Board serves as ambassadors for the organization but do not have a governing role. Last year, more than 2,000 volunteers played an active role in Habitat's success, including many who volunteer on a weekly basis. The organization has a FY22-23 operating budget of \$6,466,250 with contributions from individuals, corporations, foundations and the faith-based community projected at \$1,650,000 (26%); earned income from home sales and proceeds from the ReStore projected at \$4,449,000 (69%), and other sources including government funding projected at \$317,300 (5%).

Habitat is a well-run, respected organization with a hard-working Board of Directors and a dedicated staff.

Candidate Description

The Partnership and Events Manager reports to the Vice President of Development and assists with implementing strategies to maximize financial support and donor retention. The Partnership and Events Manager is a critical member of the fundraising team and has primary responsibility for the cultivation and stewardship of corporate partners, as well as planning and implementing fundraising events. The Partnership and Events Manager works with various organizations to secure funding and sponsorships for events including the annual Spring Farm to Table Dinner and Fall House Party. From assisting with developing fundraising plans, maintaining donor relationships and securing new ones, the Partnership and Events Manager advances the organization's initiatives through actively seeking partners and planning ways to increase brand awareness and funding.

The Partnership and Events Manager also works closely with the Vice President of Development and Development Manager to identify, recruit and retain corporate support for new construction and home repairs through our Home Preservation program.

The Partnership and Events Manager works closely with the Volunteer Manager to engage corporate volunteers during team builds, greeting and interacting with corporate groups during build days, kick-offs, dedications, etc. The Partnership and Events Manager also works with the Communications Manager to ensure proper stewardship of marketing benefits.

The Partnership and Events Manager must be a motivated, self-starter who demonstrates integrity, accountability, attention to detail, and the ability to manage multiple priorities simultaneously.



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This is a full-time exempt position, averaging 40 hours per week. Work outside normal business hours is expected, including evenings and weekends.

Specific Responsibilities

Corporate Engagement

- Research and identify prospective new corporate donors and proactively initiate sponsorship and funding requests
- Seek opportunities to build relationships with new corporate partners to support new construction
- Identify companies whose goals are aligned with our Home Preservation Program and solicit restricted funding
- Submit corporate proposals and reporting
- Work with Volunteer Manager to steward current & new corporate build day partnerships
- Maintain centralized prospect and donor files (gifts, receipts, communications, meetings, notes, etc.)
- Research prospective donors and grant opportunities as requested
- Research best practices and solutions for emerging fundraising opportunities as requested (ex. online personal fundraising)
- Make new connections and identify new companies through networking, attending chamber events, etc.

Events Management

- Serve as the primary manager of the organization's special events program
- Coordinate all aspects of major fundraising events and activities from planning to execution
- Lead the planning and execution of smaller fundraising and stewardship events such as group homeowner dedications in partnership with the Homeowner Services department
- Track the results of events and use the analysis to make improvements
- Propose ideas and changes for new events to attract attendees and increase attendee value
- Maintain an inventory of general events supplies

General Administrative Support

- As needed, provide support for communications and partnership programs
- Represent the organization on evenings and weekends as required

Expectations

- Passionate representation of the mission and purpose of Habitat for Humanity;
- Motivated by achievement of goals, quick learner, self-directed, self-starter—capable of working both independently and interdependently with a team;
- Handle multiple tasks with high attention to detail and accuracy;
- Remain flexible and adjust priorities as needed;
- Exercise discreet judgment—capable of making independent and effective decisions and work without close supervision;
- Use discretion when dealing with sensitive or confidential matters;
- Comfortable with some evening and/or weekend work hours;
- Comfortable with some travel, mainly within our service area



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Qualifications

- Bachelor's Degree or equivalent education and/or experience;
- Experience planning large-scale events and fundraisers;
- Excellent networking, communication & follow-up skills;
- Ability to foster positive relationships with current and potential partners;
- Demonstrable experience working productively and positively as a member of a team;
- Demonstrable experience using Microsoft Office applications, including mail merge functions;
- Excellent organizational and project management skills;
- Proficient in MS Office and CRM/project management software;
- Background in sales or business development a plus
- A current and valid [NC] drivers license

Compensation: Commensurate with experience and abilities and reflective of salary levels in nonprofit organizations. Benefits package includes holidays and paid time off, health insurance, 401k, and long and short-term disability insurance.

Salary Range: \$46,000-\$63,750

To apply: In one document please submit a cover letter, resume via email to careers@orangehabitat.org.

Credit and criminal and driving record checks will be conducted before a final offer is made. Three references will be required for finalists.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required for the position. All employees may have other duties assigned at any time.

Habitat for Humanity of Orange County, NC is an Equal Opportunity Employer

Applications are considered for positions without regard to veteran status, uniformed service member status, race, color, religion, sex, sexual orientation, physical or mental disability, genetic information or any other category protected by applicable federal, state or local laws.

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