



Business & Faith Group Fundraiser (& Friend-raiser) needed for Habitat for Humanity of San Antonio, a large, ecumenical, Christian, non-profit organization. We are seeking a proficient, results-oriented candidate with excellent skills for this position. If you are a fun, energetic fund raiser with good communications skills who is equally comfortable doing a minute-for-mission presentation in church as presenting at a chamber of commerce event, and are looking for a meaningful job, with good pay, GREAT benefits, and a stable employer, we could be the place for you!

We work hard but celebrate families so we offer unique benefits like being closed from Christmas Eve through New Year's Day as PAID holiday leave! We offer paid vacation, paid sick leave, a great retirement plan with a generous employer match, paid employee health insurance with generous cost-sharing for dependent health, and many other benefits to help our employees take care of their own families.

This position will further develop and implement effective fund raising and partnership development of faith groups and small and mid-sized businesses. Position duties include (but are not limited to):

- Identify, cultivate, solicit and steward donor support from faith groups (such as churches) and small and mid-sized businesses. Establish, build upon, and nurture long-term relationships.
- Develop presentations and materials to achieve position goals. Do public presentations and represent Habitat at internal and external events. Conduct intentional outreach and regular communications with SA faith leaders, clergy, key congregational committees, small and mid-size business leaders and business groups.
- Develop and implement fund raising events (including covid-appropriate on-line events).
- Ensure donors and sponsors have the information they need to have a quality donor and partnership experience.

Qualifications include:

- Ability to work a flexible schedule based on business needs that includes both weekday and weekend hours. Non-traditional worktime, included in the 40-hour work week, will include: 1 or 2 evenings during the week to attend meetings and events. Occasional 1½-3 hours on a Saturday morning when visiting sponsors on our build site. 2 or 3 Sunday mornings a month when presenting at a church's services.
- Bachelor's Degree or equivalent experience in position-relevant field.
- Minimum 3 years' experience in fundraising activities and/or business development. Knowledge of philanthropy in the San Antonio area preferred. Experience working with small and mid-size business and faith related groups preferred.
- Goal and team oriented, a positive attitude with a good sense of humor, great people skills, with strong written and oral communication skills (bilingual in Spanish is a plus). Good public speaker.
- Ability to effectively multi-task to meet deadlines with minimal supervision and work under pressure.
- Strong computer skills including established proficiency and independent operation of Microsoft Word, Excel, Powerpoint, Publisher, Access, Outlook, Adobe Acrobat Pro or Creative, and proper internet research and use. Ability to quickly learn and utilize donor management software. Competency in graphic design, publication software and social media applications helpful.

Habitat has a smoke and tobacco free environment. **EOE.** Interested candidates should submit a cover letter and resume. **Resumes received without a cover letter will not be considered.** Email, fax or mail/deliver to:

- By email with "FBF" in the subject line to jobs@HabitatSA.org, **OR** by fax to (210) 223-5536 Attn: FBF,
- **OR** by mail or delivery to Habitat's admin office at 311 Probandt, San Antonio, TX 78204

Filling this position will be a priority so apply promptly!