



Faith Relations Associate (part time) 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 fundraiser with good communications skills who is equally comfortable doing a minute-for-mission presentation in church or cold calling a new faith group, and are looking for a meaningful job, with good pay, flexible hours and a stable employer, we could be the place for you!

This position will further develop and implement effective fund raising and partnership development of faith organizations in Bexar County.

Position duties include (but are not limited to):

- Identify, cultivate, solicit and steward donor support from faith organizations in Bexar County. 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 Bexar County faith leaders, clergy and key congregational committees.
- Develop and implement new methods to reach out to faith organizations.
- Ensure donors and sponsors have the information they need to have a quality partnership experience.

Qualifications include:

Ability to work a flexible schedule. The schedule will include occasional evenings and weekends (about 2-3 each month) in order to effectively network with Bexar County's faith community.

- 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 Bexar County area preferred.
- Goal and team oriented, a positive attitude with a good sense of humor, great people skills, with strong written and oral communication skills. 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 Office Suite, 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 "FRA" 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!