



Job Description

Job Title: Foundation Relations Manager

Reports to: Assistant Director of Development

Classification: Exempt

About Houston Habitat for Humanity:

Committed to a world where everyone has a decent place to live, Houston Habitat for Humanity's work includes new home construction, home rehabilitation and disaster repair, infrastructure development for new communities, neighborhood revitalization and guiding Houston families to become homeowners. Houston Habitat has built more than 1,200 homes in 12 Houston neighborhoods, including the Fifth Ward, Clinton Park, Settegast, Sunnyside, and Carverdale. In addition to building, the organization has also repaired homes throughout Houston due to natural disasters; since Hurricane Harvey Houston Habitat has repaired more than 700 homes for families who are without resources to make repairs.

The values that underpin and shape our work and approach are:

- **Respect.** Be open, transparent, and inclusive. Listen without judgment. Treat others as they desire to be treated—value differences.
- **Accountability.** Honor commitments or communicate if you cannot do so. Own your words, actions, and results.
- **Effective Communication.** Communicate with empathy, clarity, and purpose. Practice active listening—listen to understand, not to respond. Ask clarifying questions to gain and confirm understanding. Create a space where it is safe to speak.
- **Mission Driven.** Be intentional in using knowledge, expertise, and influence to advocate for and advance the mission.
- **Entrepreneurial Attitude.** Be a lifelong learner open to personal and professional development. Seek continuous improvement and transformative change, embracing innovation, strategic thinking, and agile execution.
- **Leadership Mindset.** Be courageous. Serve first, empowering and uplifting others while demonstrating compassion and support. Create a joyful environment.

Position Summary

The Foundation Relations Manager is an essential member of the development team, improving and executing strategies to gain foundation and organization funding in support of Houston Habitat for Humanity's mission to improve lives through affordable housing and homeownership. The Manager should be a proven grant writer and fundraiser with great skill in storytelling and presenting metrics. This position requires self-motivation, a keen attention to detail and exceptional communication skills. This team member will manage a portfolio and identify prospective funders to meet and exceed the organization's annual fundraising goals.

Essential Functions & Responsibilities

- Serve as the lead relationship manager for foundation and organization grants;
- Meet revenue goals by actively stewarding donors to deepen existing relationships and cultivating others to create new opportunities for funding;
- Broaden the prospect pool through relationships and research;
- Stay informed about foundation and organization developments to identify opportunities that align with Houston Habitat's mission;
- Partner with staff from other departments to strategize proposals for funding and gather data to develop cases for support;
- Work with development team and contracted writer to draft proposals;

- Gather, draft and maintain documentation and financials required for proposals;
- Manages a grants calendar to ensure timely completion of grant applications, letters of inquiry and required reporting;
- Attend required pre-application presentations and award meetings;
- Capture strategy, status, contact reports and agreements in Salesforce;
- Ensure compliance and deliverables are completed as outlined in proposals and grant agreements;
- Work collaboratively with the Development team and participate in Houston Habitat events as needed;
- Perform other related duties and responsibilities as needed or assigned; and
- Some evening and weekend work may be required.

Qualifications

- Bachelor's degree preferred;
- 3 years of successful fundraising and grant writing experience;
- Exceptional communication skills, both written and verbal including the ability to create and deliver compelling donor correspondence, proposals, presentations, reports, and related materials;
- Certification in fund development and/or nonprofit management a plus;
- Active involvement in the greater Houston philanthropic community preferred;
- The ability to set priorities, meet deadlines and manage multiple tasks;
- Strong analytical and organizational skills and exemplary attention to detail;
- Robust computer skills including donor database software; and
- The ability to work independently and in a team.

Physical Requirements

- The ability to adapt quickly to changing environments;
- The ability to perform essential functions of job; reasonable accommodation available; and
- The ability to perform in an office setting and outdoors (heat, humidity, rain, and cold).

Compensation Range

\$65,804 - \$98,706

Apply online at:

<https://recruiting.paylocity.com/Recruiting/Jobs/Details/2127239>

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