



PARTNERSHIPS MANAGER

Position Description

Date Revised/Reviewed: April 2026

Position Status: Full Time
Reports to: Executive Director
Provides Direction to: Program/Volunteer Coordinator and Fundraising/Events Coordinator

POSITION OVERVIEW

Understanding of and passionate about Habitat for Humanity Grey Bruce's (HFHGB) vision, purpose and values, the Partnerships Manager will lead the development and implementation of a strategic approach to partnership management to drive engagement, revenue and brand awareness. This role is responsible for managing partner relationships, establishing new partnerships and advancing philanthropic initiatives to meet annual targets.

The Partnerships Manager gives direction to the Program/Volunteer Coordinator and Fundraising/Events Coordinator and works collaboratively with other Managers and their teams to ensure engaging events and meaningful volunteer experiences. Other responsibilities include marketing, communications and furthering HFHGB's brand awareness.

AREAS OF RESPONSIBILITIES

Partnership Management Strategy

Develop and implement a strategic approach to stewarding existing corporate, community and school partners and establishing relationships with new partners to drive engagement and incremental funding growth. Tasks include:

- Stewarding existing relationships with partners serving as HFHGB's main point of contact (liaison) with a strong emphasis on relationship building and long-term engagement
- Ensuring both HFHGB and partners are meeting their obligations under signed partner agreements and offering new ways to grow partnerships that provide mutual benefit
- Researching partner prospects and negotiating partnership agreements that align with HFHGB's vision and purpose
- Providing regular updates on HFHGB activities to partners

Philanthropic Initiatives

Lead annual fundraising planning (setting targets, tracking KPIs) and implementation of philanthropic initiatives including:

- Hosting donor cultivation events
- Supporting third party fundraising events
- Participating in Habitat Canada fundraising campaigns
- Researching grant opportunities and writing compelling proposals
- Promoting HFHGB's legacy giving program

People Management

Fostering a collaborative, accountable and positive team environment by providing effective supervision of the Program/Volunteer Coordinator and Fundraising/Events Coordinator, setting clear expectations and supporting performance through KPIs, coaching and professional development.

Marketing & Communications

Oversee HFHGB's marketing and communications ensuring brand and mission-aligned messaging:

- Preparing regular updates to partners, volunteers and supporters through HFHGB's social media platforms
- Maintaining and updating HFHGB's website
- Delivering presentations to community groups

Systems, Data and Reporting

- Managing donor CRM system (Donor Perfect)
- Tracking fundraising performance
- Prepare regular internal reports

QUALIFICATIONS & SKILLS

Qualifications

- Post-secondary education with a focus in business, marketing or communications
- 3 to 5 years experience in fundraising, donor engagement, organizing and leading events
- Proven success in managing donor relationships and securing major gifts or grants
- CFRE certification is considered a strong asset but not required

Skills

- Strong organizational, people and project management skills
- Exceptional verbal and written communication skills; able to give clear presentations to audiences of varying size and make-up
- Strong interpersonal skills and ability to deal with diverse groups of people with a non-judgmental approach
- Ability to multi task with changing priorities while maintaining a high degree of accuracy
- Ability to work collaboratively with co-workers, partners and volunteers
- Experience with donor databases (e.g., Donor Perfect)
- Understanding of and proficient with current social media platforms and MS Office; web page maintenance is an asset
- Knowledge of affordable housing sector an asset

POSITION REQUIREMENTS

- Full Time position, 40 hours per week
- Work schedule is weekdays with occasional evening and weekend work (flex time scheduling)
- Work location is Springmount with occasional travel
- Valid driver's license and clean driving record