Community Resources Manager  
North St. Louis County Habitat for Humanity

Reports to the executive director

The focus of the position is on:

- Ensuring that there are sufficient volunteers to meet the affiliate’s construction needs as well as sufficient volunteers to support other affiliate operations including committee activities
- Ensuring that affiliate funding is sufficient to meet construction and operating requirements
- Expanding awareness and understanding of North St. Louis County Habitat for Humanity’s mission and how it works

Responsibilities – Volunteers

- Develop an annual volunteer plan – numbers, activities, desired skills, time commitments, locations, sources
- Work with the construction manager to ensure that the appropriate number of volunteers are available per the construction schedule
- Work with the affiliate’s committee chairs in recruiting volunteers for committee work
- Develop partnerships with the community’s churches, businesses and civic organizations resulting in an ongoing base of committed volunteers
- Ensure the documentation volunteer activity
- Establish a program to track the quality of volunteer experience
- Provide materials for volunteers explaining Habitat’s mission and how it works
- Maintain a volunteer recognition and retention program

Responsibilities – Funding

- Work with the executive director to formulate the affiliate’s annual and long term funds development plans – amounts, timing, current sources, new sources, funds procurement costs, in-kind contributions
- Assist the executive director with grant research, writing and reporting
- Establish and support implementation of the affiliate’s planned giving and major gift program
- Assess the effectiveness of current funds procurement efforts
- Identify and evaluate new funding sources
- Develop new partnerships and sponsorships within the community’s churches, businesses and civic organizations resulting in increased funding and in-kind donations of labor and materials
- Provide staff support to the funds development and the annual dinner committees
Responsibilities – Community Relations

• Establish and maintain effective relationships with the area’s churches and civic organizations
• Maintain marketing plan to generate potential partner family applicants
• Work to develop media stories to advance the knowledge of Habitat’s mission in the community and recruit volunteers, donors and partner families
• Manage the affiliate’s website, social media
• Produce the affiliate’s newsletter and direct mail campaigns

Qualifications and Specifications for the Position

• A commitment to and passion for Habitat for Humanity’s Christian ministry
• A four years in business or non-profit management preferred
• Proven record of accomplishments with prior employers
• A bachelor’s degree or equivalent training and/or experience
• A demonstrated work ethic
• Ability to work successfully on a team
• Strong leadership and organizational skills
• Demonstrated ability to build relationships and work effectively with people of diverse social and economic backgrounds
• Strong writing and public speaking skills
• Skilled in Microsoft Office software as well as the use of databases, online tools and office equipment
• Personal integrity
• Sound political sense

Performance Indicators

• Sufficient volunteers to meet the affiliate’s construction needs
• Program committees properly staffed with skilled volunteers
• Effective program committees
• Volunteers having a first rate experience in their roles on build sites and in committees
• Adequate funding secured to meet the affiliate’s program goals
• New partnerships, sponsorships and volunteer teams
• Establishment of major gifts and planned giving program

Benefits

• Salary - $35,000 - $40,000
• Two weeks vacation
• Sick time approved by the Executive Director as needed
• Ten paid holidays
• Full time 40+ hours per week employment