

Community Resources Manager
North St. Louis County Habitat for Humanity

Reports to the executive director

Primary mission:

- Ensure 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, events, mailings
- Ensure that affiliate funding is sufficient to meet construction and operating requirements
- Enhance awareness and understanding of North St. Louis County Habitat for Humanity's mission and how it works

Responsibilities – Funding

- Work with the executive director to identify 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
- 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 fundraising efforts including the development and dinner committees
- Continue to refine and oversee the implementation of the affiliate's planned giving and major gift program

Responsibilities – Volunteers

- Work with the construction manager and executive director to ensure that the appropriate number of volunteers are available per the construction schedule
- Develop an annual volunteer plan – numbers, activities, desired skills, time commitments, locations, sources
- Develop partnerships with the community's churches, businesses and civic organizations resulting in an ongoing base of committed volunteers
- Ensure the documentation volunteer activity
- 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
- Work with the affiliate's committee chairs in recruiting volunteers for committee work

Responsibilities – Community Relations

- Develop and maintain a comprehensive marketing and communications plan for the affiliate
- Coordinate and develop affiliate events – dedications, ground breakings and networking
- Work to develop media stories to advance the knowledge of Habitat, its image and mission in the community and recruit volunteers, donors, and partner families
- Assist with maintenance of the affiliate’s website, social media
- Produce the affiliate’s newsletter and direct mail campaigns
- Assist as needed in family selection activities
- Maintain connectivity and participate in events and networking opportunities to promote awareness of Habitat’s and generate support – fairs, AEOA, chamber, parades, earth day, volunteer fairs, etc.

Qualifications for the Position

- A commitment to and passion for Habitat for Humanity’s Christian ministry
- At least four years in business or non-profit management experience
- 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
- Sound political sense
- 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

Performance Indicators

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

Benefits

- Salary: \$40,000 - \$50,000 per year depending on experience
- Paid vacation and holidays, sick time
- Short and long term disability insurance, life insurance
- Retirement matching fund after 12 months of employment

Interested candidates should email cover letter and resume to executive director, Nathan Thompson, at habitat@nslchfh.org.

For more information call 218-750-7443 or visit www.nslchfh.org