

# **HABITAT FOR HUMANITY OF THE MID-OHIO VALLEY JOB DESCRIPTION**

## **COMMUNITY ENGAGEMENT MANAGER**

### **Mission**

Seeking to put God's love into action, Habitat for Humanity brings people together to build homes, communities, and hope.

### **Position Summary:**

The Community Engagement Manager plans, implements, and oversees engagement efforts in coordination with affiliate staff and external partners to strategically further Habitat for Humanity of the Mid-Ohio Valley's mission.

This important role within the resource development team cultivates relationships with individuals, civic groups, faith-based organizations, and businesses that support Habitat's work to build and improve homes.

### **Specific Functions and Responsibilities:**

- Lead the volunteer engagement process to improve service experiences.
- Work to well-position Habitat for Humanity of the Mid-Ohio Valley's engagement offerings among workplace, faith-based, educational, and service organization audiences, as well as identify new partnership possibilities.
- Manage implementation of episodic group volunteer experiences that support the mutual goals of Habitat and external partners.
- Develop and implement new community engagement offerings, such as Women Build and other community and faith-oriented service opportunities.
- Develop and maintain systems to engage, recruit, orient, steward, cultivate, and recognize volunteers for their service.
- Establish strategies to increase both the number of first-time volunteers and the retention of volunteers.
- Work with other team members to effectively manage volunteer engagement.
- Develop materials and methods used to recruit, coordinate, and retain volunteers.
- Generate content for the organization's social media and newsletter (forthcoming).

### **Skills, Experience and Requirements:**

- Bachelor's Degree is preferred.
- Experience working in the nonprofit sector is preferred.
- Success managing volunteers to implement organizational goals.
- Ability to adapt quickly to changing environments.
- Ability to work independently and within a team atmosphere.
- Experience developing social media content.
- Local travel is required. Must possess a valid driver's license and reliable transportation.
- Occasional evening and weekend work is required.

**Preferred Qualifications:**

- Previous experience managing individual volunteers and groups of volunteers.
- Previous experience as a regular volunteer in an organization is highly preferred.
- Possess a demonstrated passion for the mission of Habitat for Humanity.

The position requires 20- 25 hours per week. Please submit a cover letter and resume to Robin Stewart, Director of Resource Development, at [rstewart@habitatmov.com](mailto:rstewart@habitatmov.com).

*Habitat for Humanity of the Mid-Ohio Valley is an Equal Opportunity Employer.*