

**JOB TITLE:** Engagement and Development Coordinator

### **POSITION VISION AND SUMMARY**

The **Engagement and Development Coordinator** is responsible for developing tactics that ensure that all constituents, volunteers, and donors who are interested in supporting and engaging with Habitat have the opportunity to contribute, and that volunteer resources are available where and when needed. This individual reports to the Development Director and works collaboratively with members of the staff in all areas. The Engagement and Development Coordinator is a full-time, salaried, non-exempt position working 40 hours per week, generally Tuesday through Saturday, with occasional evenings. Starting salary is \$30,000-33,000.

### **DUTIES & RESPONSIBILITIES**

- Create a culture of engagement that attracts and retains volunteers and donors
  - Create and execute plans for positive and moving volunteer and donor experiences
  - Cultivate new opportunities with volunteer groups, food donors, and other program sponsors
  - Develop and execute an intentional plan for volunteer recruitment, culture, stewardship, and appreciation for all volunteer positions – construction, ReStore, office, committee, special projects, etc.
  - Ensure the CRM system and volunteer management software are utilized to fullest capacity
- Implement systems for measuring and increasing constituent involvement
- Coordinate and/or support all affiliate events including: 8-10 annual home dedications, *Because of You* volunteer appreciation event, quarterly informal volunteer appreciation events, quarterly volunteer safety trainings, annual *Women+ Build* blitz build, *More Than Houses* fundraising event, and other special events
- Provide support to the Development Director including administrative, scheduling, and stewardship support
- Support the Homeowner Services Department in communicating with future homeowners, specifically relating to sweat equity (volunteer) opportunities and requirements
- Assist in marketing and outreach efforts by crafting emails, creating programs and flyers, and sharing social media content
- Assist with front desk coverage – greeting guests, answering in-person, telephone and email inquiries, and referring non-routine inquiries to appropriate staff members, all while maintaining confidentiality of sensitive information

### **MINIMUM REQUIREMENTS**

- Education: BA or equivalent job experience
- Leadership experience; nonprofit or volunteer experience desirable
- Excellent written and verbal communication skills
- Detail-oriented with strong organizational and time management skills
- Strong computer skills, especially with Microsoft Office Suite and donor/volunteer management databases
- A passion for Habitat for Humanity's work to build affordable homeownership opportunities

### **DESIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Ability to take initiative, lead, and set priorities while respecting the input and participation of volunteers and colleagues
- Talent for working in sync with a wide range of people and the ability to act as an ambassador for the mission of Habitat with a focus on relationship cultivation and building
- Flexibility, adaptability, teamwork and collaboration
- Desire to work in a fast-paced, dynamic environment
- Familiarity with Adobe InDesign and website management software (WordPress) desirable

### **ABOUT HABITAT FOR HUMANITY OF MONROE COUNTY**

Habitat for Humanity of Monroe County is a nonprofit organization dedicated to building affordable homeownership opportunities in partnership with community members in Monroe County. Qualifying families complete homeowner readiness classes and earn sweat equity (volunteer) hours before building their future home with Habitat. Through volunteer labor and community support, the homes are sold to future homeowners and financed with affordable loans. Since 1988, our affiliate has built over 220 homes, housing 815 people, including 460 children. For more information, visit [www.monroecountyhabitat.org](http://www.monroecountyhabitat.org).

### **OUR ORGANIZATIONAL MISSION AND VISION**

Our mission is to eliminate poverty housing by building decent, affordable homes in partnership with qualifying families. Our vision at Habitat has always been the same—***a world where everyone has a decent place to live.***

*Mutual respect, a willingness to work together as a team, and ongoing communication between staff persons and key volunteers is essential to the success of Habitat.*

**TO APPLY:** please email your resume, cover letter, and two professional references with contact information to [boswell@monroecountyhabitat.org](mailto:boswell@monroecountyhabitat.org). Applications will be reviewed on a rolling basis until the position is filled.