

JOB TITLE: Engagement Coordinator**POSITION VISION AND SUMMARY**

The **Engagement Coordinator** develops and implements strategies to ensure that all volunteers, donors, and community members interested in supporting Habitat have meaningful opportunities to contribute. This individual reports to the Development Director, works on the Engagement Team along with the Development Coordinator, and collaborates with other staff in many areas.

SCHEDULE & SALARY

The Engagement Coordinator is a full-time, salaried, exempt position working 40 hours per week, Tuesday through Saturday, with occasional evenings. The minimum starting salary for this position is \$43,000 annually.

DUTIES & RESPONSIBILITIES

- Foster a culture of engagement that attracts and retains volunteers and donors, ensuring excellent experiences:
 - Develop and execute an intentional plan for recruitment, stewardship, and appreciation for ongoing and one-time volunteers – construction, ReStore, office, committee, special projects, etc.
 - Implement systems for measuring and increasing constituent involvement
 - Cultivate volunteer opportunities with community groups, food donors, and other program sponsors
 - Attend/coordinate coverage for community outreach events, such as Pridefest, IU Involvement Fair, Ivy Tech Resource Fair, etc.
 - Ensure the CRM system and volunteer management software are utilized to fullest capacity
 - Provide hospitality items and other needed resources during volunteer opportunities
 - Reliably travel from office to volunteer sites (i.e. ReStore, build site(s), etc) at least three times a week based on volunteer calendar.
- Coordinate key volunteer events such 8-12 annual home dedications, *Because of You* volunteer appreciation event, and quarterly construction volunteer appreciation events. Assist with planning and execution of affiliate-wide events the annual *Women+ Build* blitz build, Whirlpool blitz build, *More Than Houses* fundraising event, and other special events as scheduled.
- Provide administrative and stewardship support to the Development Director.
- Support the Homeowner Services Department in communicating with future homeowners, specifically relating to sweat equity (volunteer) opportunities and requirements.

MINIMUM REQUIREMENTS

- Education: BA or equivalent job experience
- Excellent written and verbal communication skills
- Experience with or willingness to lead volunteer orientations and speak to groups
- Maintain a high degree of professionalism
- Ability to build strong relationships and represent the organization with external constituents
- Detail-oriented with strong organizational and time management skills
- Strong computer skills, especially with Microsoft Office Suite and Google Drive
- Must have a valid driver's license and reliable transportation
- A passion and interest in Habitat for Humanity's work to build affordable homeownership opportunities

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Past customer service, fundraising, and/or nonprofit experience desirable
- Ability to take initiative, lead, and set priorities while respecting the input and participation of volunteers and colleagues
- Strong interpersonal skills, and the ability to collaborate across diverse teams while representing Habitat's mission
- Flexibility, adaptability, teamwork and collaboration
- Comfort working in a fast-paced, mission-driven environment
- Spanish fluency/conversational skills 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. Utilizing volunteer labor and community support, the homes are sold to future homeowners and financed with affordable loans. Since 1988, our affiliate has built 238 homes, housing over 900 people, including more than 500 children. For more information, visit www.monroecountyhabitat.org.

OUR ORGANIZATIONAL MISSION AND VISION

Our mission is to expand affordable housing opportunities by partnering with people in our community. 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. Habitat for Humanity of Monroe County is an Equal Opportunity Employer.

TO APPLY: please email your resume, cover letter, and two professional references with contact information to Lindsey Boswell, Development Director, at boswell@monroecountyhabitat.org. Applications will be reviewed on a rolling basis; priority consideration will be given to those received by August 22.