Job Description

Job Title: Community Engagement Manager
Reports to: Development Director
Type: Exempt

MISSION

Seeking to put God’s love into action, Houston Habitat brings people together to build homes, communities and hope.

POSITION SUMMARY

The Community Engagement Manager plans, implements, and oversees year-round community engagement efforts in coordination with internal departments and external partners to strategically further Houston Habitat’s mission.

This important member of the development team builds new and cultivates existing relationships with service focused individuals, organizations and corporations that support the organization’s work to build and improve homes, communities and hope.

The Community Engagement Manager supports Houston Habitat for Humanity’s mission, vision, and values by exhibiting commitment to the community, social perceptiveness, collaboration, innovation, respect and accountability.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES

- Manages implementation of episodic group volunteer experiences that support community goals and the goals of corporate partners
- Works to well-position Houston Habitat’s engagement offerings among current corporate workplace and service organization audiences as well as new audiences
- Builds and manages a program for recurring individual volunteers that will lead engagement activities
- Leads the volunteer engagement protocol process to improve productivity and experience
- Works with other team members to effectively communicate with volunteer engagement individuals, groups and team leads
- Manages annual expenses and assists with budgeting
- Oversees individual, group and corporate engagement experiences
- Supervises the engagement coordinator to direct the volunteer construction portion of the program
Engages the AmeriCorps network when their service is needed to meet strategic goals

**EDUCATION, EXPERIENCE, SKILLS AND PHYSICAL REQUIREMENTS**

- Bachelor’s Degree preferred;
- 3 - 5 years nonprofit experience with a focus on volunteer services;
- Established success in working with volunteers and achievement of strategic goals;
- Capacity to implement best practices in volunteer management
- Good public speaking skills needed
- Exceptional organizational, written and verbal communication skills are necessary;
- Must be able to set priorities, multi-task and meet deadlines;
- Takes initiative to innovate and resolve procedural errors before they become larger issues
- Approaches obstacles analytically, with integrity, and creativity
- Can work independently and on a team;
- The ability to adapt quickly to changing environments;
- Available to work weekends and some evenings;
- Ability to lift up to 50 lbs.
- Ability to speak Spanish is a plus;
- Able to perform essential functions of job; reasonable accommodation available;
- Proficient in Microsoft Office and in computer-based information systems;
- Experience using VolunteerHub or other CRM preferred; and
- Able to perform in an office setting and outdoors (heat, humidity, rain, and cold)

To apply for this position please mail your resume to: bbailden@houstonhabitat.org.

Please include the position title “Community Engagement Manager” in the subject line.

No Phone Calls Please

*Houston Habitat for Humanity is an Equal Employment Opportunity Employer*