

Community Resources Manager

Reports to: Director of Philanthropy

Direct Reports: AmeriCorps Volunteer Coordinator Service Member(s)

FLSA Status: Full time, Exempt (salary)

Schedule: Tuesday – Saturday

POSITION SUMMARY

The **Community Resources Manager** is an integral member of Honolulu Habitat's Leadership Team with primary responsibility for outreach marketing and managing a robust volunteer program. They support the success of all programs at Habitat and manage marketing and development activities for community engagement, stewardship, special events and volunteer recruitment. The Community Resources Manager is a strong project manager who leverages high-quality operations and strong interpersonal skills to drive team success.

KEY RESPONSIBILITIES

Development, Outreach & Marketing (60%)

- Develop new partnerships and sponsorships within the community's corporate, faith-based and civic organizations.
- Work with Director of Philanthropy to implement a volunteer giving strategy that includes a new peer-to-peer fundraising program; provide staff support to development initiatives.
- Establish a social marketing plan focused on broadening audiences and elevating the public stature of Habitat;
 - Manage social media engagement, produce monthly e-newsletters and bi-weekly blog publications.
- Prepare marketing collateral, presentations and educational materials.
- Develop media stories to advance the knowledge and image of Habitat and mobilize supporters.
- Seek and undertake opportunities to educate the community on affordable housing and Habitat's mission.
- Coordinate mission-related events – Home Dedication, Ground Blessing, etc.

Volunteer Program Management (40%)

- Supervise all functions of Habitat's volunteer department
- Manage AmeriCorps Volunteer Coordinator(s), including annual recruitment, hiring, training and supervision of service member(s).
- Oversee non-construction related logistics for sponsored Team Builds and special builds; ensure project sites are adequately supplied and staffed.
- Develop and perpetuate volunteer opportunities for groups and individuals.

- Stay up to date on best practices in volunteer management.

Other Duties, as Assigned

- Performs other appropriate duties and activities as assigned

Qualifications:

- Bachelor's degree or equivalent experience in nonprofit management, marketing, communications, volunteer services or related field
- Three years' experience in volunteer coordination or related field
- Valid driver's license, clean traffic abstract and reliable transportation
- Proficiency in MS Office
- Able to transport materials and supplies safely, carrying up to 20 lbs. at a time

Competencies and Personal Characteristics

- Strong customer service orientation and interpersonal aptitude
- Superior written and verbal communication skills, confidence speaking publicly
- Flexible and able to prioritize short and long-term responsibilities in a fast-moving, ambiguous and collaborative environment
- Takes initiative, able to work independently and adjust priorities based on need
- Strong project management skills
- Highly organized and attentive to detail

Preferred Experience

- Nonprofit management and fundraising
- Copywriting
- CRM, MailChimp, WordPress, Canva or other graphic design software

Honolulu Habitat is focused on recruiting a diverse and equitable workforce and is an Equal Opportunity Employer.

To Apply:

Submit resume, cover letter and two (2) writing samples to bri@honoluluhabitat.org