JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Community Engagement Manager</th>
<th>FLSA status:</th>
<th>Exempt</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department/Unit:</td>
<td>Community Engagement/Volunteers</td>
<td>Report to:</td>
<td>Director of Community Engagement</td>
</tr>
<tr>
<td>Location:</td>
<td>Richmond Headquarters</td>
<td>Travel Required:</td>
<td>None</td>
</tr>
<tr>
<td>Level/Salary Range:</td>
<td>Salary commensurate with experience</td>
<td>Position Type:</td>
<td>Full Time</td>
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Job Description

**JOB PURPOSE:**
The Community Engagement Manager position is responsible for the management of the Faith program and assistance with the continued development and growth of several community engagement programs. This also includes the development and implementation of a new program called Pride Build in 2023.

**ESSENTIAL JOB FUNCTIONS:**

*Faith Program*
- Responsible for maintaining existing relationships with faith partners.
- Responsible for the development of new faith partner relationships.
- Coordinating faith volunteer opportunities.
- Coordination and sponsorships for the Annual Unity Build.
- Main representative for faith related speaking and tabling opportunities.
- Plan and facilitate the Annual Faith Breakfast.
- Work with Community Engagement Department to engage faith partners in other community engagement programs/opportunities.

*Pride Build*
- Develop and secure sponsors for RVA Habitat’s first Pride Build. This includes outreach to partners and securing fundraising towards a goal for that month long build.
- Coordinate the volunteer opportunities for individuals and group sponsors that will be participating.

*Program sponsorships*
- Within the Community Engagement Department there are several programs continually looking for additional/new partners. This work includes research, outreach, sponsorship/fundraising asks and support for programs: Women Build, Project Playhouse, House that Beer Built and Build projects.

*Special Events*
- Support other community engagement events as needed/directed.
- Assist with outreach, tabling and public speaking opportunities as needed/directed.

**KNOWLEDGE/SKILLS/ABILITIES**
- Willingness to commit to the Habitat for Humanity’s global mission, principles and structure
• Demonstrable project management skills
• Ability to work and manage a team environment
• Working knowledge of MS Office; proficiency in Word, Outlook, Excel, Access and PowerPoint
• Ability to communicate effectively both orally and in writing.
• Demonstrable skills coordinating and implementing annual campaigns
• Excellent writing, editing and presentation skills
• Professional demeanor
• Ability to respond to multiple demands
• Ability to lift 25 pounds.

MINIMUM EDUCATION / EXPERIENCE REQUIREMENTS:
• Bachelor’s degree in Public Relations, Marketing, Business Management or related field or training/direct experience equivalent
  • Two years’ experience designing, implementing and managing volunteer and events programs for a non-profit agency
• Valid Driver’s license