

Job Title: Community Outreach Director

Purpose: The Community Outreach Director is responsible for working with community members and Habitat for Humanity of Autauga and Chilton Counties (HFHACC) stakeholders at all levels coordination HFHACC's efforts to increase local awareness of and involvement with the HFHACC mission. The Community Outreach Director works with volunteers, family partners, staff, board members, and the community partners in activities ranging from identifying, recruiting, scheduling, training, stewarding, hosting and documenting Community Engagement opportunities and activities. The Community Outreach Director is responsible for assessing program effectiveness and making recommendations for program enhancement and improvement. Explore the possibility of providing services to Elmore County. Create more partnerships that can lead to increases in funding, securing families, volunteers and building. Expand services and pursue resources to rural parts of Autauga and Chilton Counties.

Time Commitment: This position will be full time with at least 40 hours a week. Work schedule is Monday through Friday with occasional evenings and weekend engagements required. This position requires some local travel in the normal course of performing job duties with mileage reimbursement. Must have own transportation to perform job duties, valid driver's license and meet the state required amount of personal automobile liability insurance.

Direct Supervisor: Daon Johnson, Executive Director, will be in charge of managing the work for this position and will evaluate and report to the board monthly on the progress.

Qualifications:

1. Professional experience working with community outreach, community engagement, volunteer and donor management.
2. Ability to bring together community stakeholders and to work collaboratively with staff, community partners, and diverse community members.
3. Applicable skills in planning and budgeting, project management, and event planning. Capable of managing multiple campaigns on a deadline.
4. Self-motivated, results oriented professional with strong analytical and organizational skills and the ability to work independently.
5. An effective communicator, both written and oral; demonstrate strong writing and public speaking skills.
6. Experience working in, and communicating effectively with diverse audiences.
7. Clear understanding of Habitat's mission and ability to communicate that mission effectively.
8. Ability to identify and gather relevant data to create, maintain and implement multi-year strategic plan.
9. Strong computer skills including Microsoft Word, Power Point, Excel and database applications.
10. Some evenings and weekends required; local travel required.

Duties: Build and sustain working relationships and communication with community associations, partner organizations, the building industry, business leaders, granting agencies, faith based organizations and churches, schools, universities, youth groups, and other institutions.

1. Build awareness of Habitat and its programs through speaking engagements at community events, standard marketing tools, and other media outlets.
2. Identify, coordinate and attend various community outreach activities, events, and community fundraising efforts.
3. Engage local businesses to partner with Habitat through events, volunteering, donations, sponsorships, etc.
4. Serve as the liaison to the community groups identified by the Executive Director, the strategic plan, and Community Outreach Director.
5. Work with like-minded community groups to identify and prioritize community issues.

Community Outreach Evaluation

1. Provide timely and accurate records and reports of community outreach efforts to the Executive Director.
2. Create and implement annual community outreach work plan with goals and specific strategies for increasing constituent support, tracking progress and sharing outreach information and result across departments.
3. Develop strategies to engage community leaders, residents and stakeholders in housing related issues and to sponsor new and existing opportunities, particularly in neighborhood where HFHACC is building or would like to build in order to clarify mission, dispel myths and to enhance organizational visibility.
4. Cultivate volunteer engagement and participation within the communities where Habitat is building.
5. Identify emerging needs and issues in Autauga and Chilton Counties that impact housing, economic self-sufficiency, and community vitality; propose with new program or outreach efforts in response to these emerging needs. Proactively communicate issue, observations, opportunities, and insights to the Executive Director or appropriate staff.

Other Responsibilities:

1. Attend staff meetings and work collaboratively with Executive Director, Construction Manager, and all staff and Board Members.
2. Some travel required for training sessions and conferences.
3. Other related duties as assigned by the Executive Director and Board of Directors.

