

HABITAT FOR HUMANITY KERR COUNTY JOB DESCRIPTION

Position: Fundraising and Community Engagement Manager

Seeking to put God's love in action, we engage the community to build homes, communities and hope. The Fundraising and Community Engagement Manager will collaborate with our volunteers and clients to help create a meaningful experience on our construction sites and in our ReStores. Join our service-oriented team to help build a better Kerrville. **Habitat for Humanity's Vision** - A world where everyone has a decent place to live.

The Fundraising and Community Engagement Manager is responsible for the creation and management of a well-coordinated, strategic annual fundraising plan to cultivate and solicit support from corporations and mid-level donors in support of Habitat for Humanity's mission. This position will work to establish long-term partnerships, strengthen existing relationships, and create new contacts through a variety of annual fundraising strategies, including giving circles/friends groups, corporate giving/sponsorships, and direct mail appeals. As a critical member of the team, they will support all facets of the annual fundraising program, assisting with fundraising strategy, events, and donor stewardship, all in support of creating a pipeline of future major gift donors.

Fund Development Responsibilities: Serve in multiple roles and assignments that support the HFHKC mission, community engagement and fund-raising initiatives. This position will partner with Habitat's Executive Director to create and enhance the organization's fundraising strategies.

Foundation Grants

Seek and apply for grant opportunities.

Create and maintain grant schedule and all grant files.

Special Event

Coordinate the annual charity golf fundraiser.

Act as event liaison between the organization and donors, participants, and volunteers of the tournament.

Coordinate mailings of promotional materials and invitations.

Advertise events on social media platforms and website

Maintain event records of activities, progress, status, and post-event summary.

Coordinate on-site event management

Work with and give guidance to volunteers and staff involved in event planning and execution.

Individual Giving

Collaborate with ED to establish goals for Individual Giving Campaigns

Write and design appeal letters – Direct mail, Constant Contact e-appeals

Provide periodic progress reports on direct mail appeals and funds generated.

Design quarterly newsletters in Constant Contact and test them in several browser and mobile versions

Manage bounced emails and unsubscribe requests.

Communication Responsibilities

Website Management

Ensure that the website is up to date on content, events, ReStore sales and news.

Update the website with new pictures and videos to ensure a fresh look for returning visitors.

Social Media Marketing Management

Facebook

Maintain the HFHKC Facebook pages by updating photos, videos and content.

Share ReStore Marketing posts with weekly sales and current news.

Google My Business

Post current news and photos on HFHKC's Business Page.
Post current weekly sales and news updates on ReStore's Business Page.

Instagram, Twitter, and YouTube

Add photos, videos, and content to appropriate social media platforms

Website Management

Create and maintain online forms for online donations, ReStore pick-up scheduling, volunteer interest, and mailing list sign-ups.
Ensure all pending transactions are downloaded from web-forms and have been processed on a weekly basis.

Database Administration

Coordinates the quality, integrity, and accuracy of all donor information and gifts entered into Donor Perfect.
Produce various reports to give updates to ED on the status of fundraising, lapsed gifts, and donor data.
Generate customized queries, reports, exports, revenue, and renewal analysis reports.
Analyze and track giving with reports as requested.

Volunteer Coordinator Responsibilities

Coordinate volunteer individuals, groups, lunches, and devotionals.
Serve as a resource for, and respond to inquiries from, potential, current, and past volunteers.
Promote general volunteer opportunities to faith, corporate, and civic groups.
Assist with the development and implementation of a recruitment plan to meet affiliate and program needs.
Engage new and on-going volunteers through recruitment, scheduling, coordination, and/or supervision to ensure that each volunteer has a productive and meaningful experience.
Maintain and purchase volunteer supplies such as drinks, snack, paper goods, and janitorial supplies.
Coordinate lunch for large volunteer groups Tuesday, Thursday and Saturday.

Community Partner Relations

Coordinate Home Dedications for new homeowners and sponsors
Design and distribute Wall Raising and Home Dedication invitations
Ensure all dedication participants are well informed and understand their roles.

Qualifications: BA preferred and 1-3 years nonprofit fundraising and relationship building experience.
Volunteer recruitment and coordination preferred

Requirements/ Skills: Must be team oriented, organized, able to meet deadlines and possess strong computer skills (Word, Excel, Canva, PowerPoint).
Must be able to appropriately prioritize tasks and manage multiple projects simultaneously.
Candidate will engage with our organization's mission, values, and goals.
Valid driver's license and reliable transportation are required.
Flexible hours, evenings, and Saturdays may be required.

Reports to: Habitat for Humanity Kerr County's Executive Director

Email a cover letter, resume and salary requirements to volunteer@habitatkerr.org