



JOB TITLE: Community Development Associate
FLSA STATUS: Non-Exempt
DATE: 12/2017
REPORTS TO: Development Director

ORGANIZATIONAL MISSION

Seeking to put God's love into action, Habitat for Humanity brings people together to build homes, communities and hope.

PRIMARY PURPOSE OF JOB

The Community Development Associate is fully committed to the mission of Habitat for Humanity as set forth in the affiliate covenant and works with the Development Director and in collaboration with other Staff Directors to establish connections in the community for the Neighborhood Revitalization Program ("NR") and to secure financial support for NR and citywide Preservation & Repair projects. NR works to improve an entire neighborhood by working hand-in-hand with residents to address the community's goals of beautification, community, housing, health, and safety.

ESSENTIAL FUNCTIONS AND PERFORMANCE AREAS - *Other duties may be assigned*

Community Development:

- Lead NR by working with HFHS staff, NR Committee members, partner neighborhood residents and coalition partners to improve the quality of life in partner neighborhood(s).
- Establish connections in civic, government, faith and non-profit communities to advocate for HFHS.
- Assist residents in developing and sustaining processes to identify and achieve goals for the neighborhood.
- Work closely with project management team and existing neighborhood leaders to provide leadership in prioritizing community goals.
- Create a flexible, replicable model that can be utilized in other neighborhoods.
- Encourage residents to act on behalf of their common interests through one-on-one and other communication strategies.
- Make HFHS presentations to aforementioned communities as requested.
- Encourage volunteerism.
- Support Development Director with refining and implementing annual outreach plan.
- Assist Development Director with community outreach events and activities.
- Strengthen civic and faith partnerships resulting in incremental project growth.
- Local travel is required to attend meetings. May be required to work evenings and weekends to attend community events and make presentations. Out of state travel may be required for training/ conference purposes.
- Create marketing and promotional materials.
- Assist Development Director with special projects as needed.

Resource Development and Grant Writing Support

- Work closely with the program staff to stay up-to-date on funding needs for Preservation & Repair and NR program modifications.
- Research and identify funding opportunities to support organization's priorities (i.e. grants, foundation support, corporate sponsorships, individual support, etc.)

- Research supporting statistics and data for grants including analysis of HFHS's funding and proposed funding sources.
- Prepare and submit letters of intent, proposals, grant application and other related documents to support existing and future program activities.
- Track, report and maintain compliance as related to grant activities and ensure proper documentation and retention of requirements.
- Coordinate with other staff members to produce accurate and timely reports for all grants that have been awarded to HFHS.
- Utilize HFHS's donor database to accurately track proposals, grant applications, funding inquiries and correspondence with funding institutions.

KNOWLEDGE, SKILLS, AND ABILITIES

- Consistent and punctual attendance for work is required. Must follow directives of supervisor and support NR Committee as staff liaison.
- Commitment to the Habitat for Humanity concept as a Christian housing ministry, core values, principles, and covenant, as well as willingness to work on a collaborative team.
- Ability to relate to all types of people and levels in the organization, the general public and faith/service community.
- Ability to think creatively and express written ideas orally in presentations.
- Ability to self-direct and a willingness to learn new skills; excellent time management skills and strong communication skills (interpersonal, verbal and written).
- Proficient in all Microsoft Office Pro applications including Word, Excel, Publisher, and PowerPoint; experience with donor management software such as e-Tapestry or other donor management database preferred and ability to understand and utilize computers and other technology.
- Broad working knowledge in the areas of development, grant writing, administration, and database management.
- Flexibility and willingness to grow with this role and be present at job and event sites.
- Skill to research and apply for public and private grants through all possible and appropriate venues, including online.
- Ability to synthesize complex or diverse information, collect and research data, use intuition and experience to complement data and design workflows and procedures.
- Work with and present numerical data effectively; understand and follow detailed written and oral instructions.
- Ability to multi-task and be detail-oriented, and work well in a team environment.

CORE COMPETENCIES

Partner Focus: Ensuring that our partners' perspectives (homeowner, homebuyer, donor, volunteer, ReStore customer, etc.) are a driving force behind all business decisions and activities; crafting and implementing service practices that meet the needs of our partners and the Habitat for Humanity organization.

Leading through the Habitat for Humanity Vision and Mission: Keeping the Habitat for Humanity vision and mission at the forefront of all associate's decision-making and action.

Collaboration/Teamwork: Working effectively and cooperatively with others; establishing and maintaining good working relationships.

Communication: *Clearly conveying information and ideas through a variety of media to individuals or groups in a manner that engages the audience and helps them understand and retain the message.*

Driving for Results: *Setting high goals for personal and group accomplishment; using measurement methods to monitor progress toward goals; tenaciously working to meet or exceed goals while deriving satisfaction from that achievement and continuous improvement.*

Gaining Commitment: *Using appropriate interpersonal styles and techniques to gain acceptance of ideas or plans; modifying one’s own behavior to accommodate tasks, situations, and individuals involved.*

Leveraging Diversity: *Working effectively with individuals of diverse cultures, interpersonal styles, abilities, motivations, or backgrounds; making the most effective use of the capabilities, insights, and ideas of all individuals.*

EDUCATION, TRAINING AND EXPERIENCE REQUIREMENTS

- Bachelor’s degree in business, communications, marketing or related field or experience resulting in equivalent level of knowledge is required.
- Two to three years training or experience in grant writing preferred.
- Previous experience with community outreach initiatives preferred.

PHYSICAL CONTEXT AND WORK ENVIRONMENT

Physical Requirements	Percentage of Work Time Spent on Activity			
	0-24%	25-49%	50-74%	75-100%
Seeing: Must be able to see to read documents/reports, use computer, and make presentations.				X
Hearing: Must be able to hear well enough to communicate with the public.				X
Sitting: Must be able to sit for long periods of time.			X	
Standing/Walking: Must be able to move about the work area and at community events.			X	
Climbing/Stooping/Kneeling: Must be able to stoop or kneel to file documents and set up for presentations.	X			
Lifting/Pulling/Pushing: Must be able to lift more than 50 pounds with reasonable assistance and able to lift 25 pounds with or without reasonable assistance.	X			
Grasping/Feeling: Must be able to type and use equipment and electronic devices.				X

The work environment is usually a well-lighted, environmentally controlled indoor environment with moderate level of noise; NR projects are usually outdoors.

The statements herein are intended to describe the general nature and level of work being performed, but are not to be seen as a complete list of responsibilities, duties, and skills required of personnel so classified. Also, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Employee Signature

Date