

We believe that, everyone deserves a decent place to live. Habitat for Humanity partners with people in our community, and all over the world, to help build or improve a place to call home. Habitat offers individuals in the community the ability to achieve the strength, stability and independence they need to build a better life for themselves and for their families. **We respect** and appreciate the diversity of our employees, our partner families and homeowners and the communities we serve. **We are driven** to serve as a voice for people in need of decent housing by working to change laws and shape policies that affect access to housing. **We challenge** ourselves and our volunteers to build homes, communities, and hope. **We champion** our employee strengths, guide their development, and invest in their long-term success. **We hire** optimistic, results-oriented, curious, innovative, and adaptable people with the desire to help our families and one another succeed.

Habitat for Humanity of Summit County was organized as an affiliate of Habitat for Humanity International in 1986. We have been building homes for families in Summit County for 40 years. To date we have built over 245 homes and housed more than 500 adults and 700 children.

Culture Statement: At Habitat for Humanity of Summit County, our hardworking team members always display the highest level of respect, integrity and dedication. Our competent, reliable and friendly staff ensure the success of our affiliate.

Chief Mission Advancement Officer

Position Purpose: Provides leadership, organization, and strategic vision to support and accomplish the mission and goals of Habitat for Humanity of Summit County under the direction of the President/CEO.

ESSENTIAL FUNCTIONS:

- Provide leadership, budgetary input, supervision, and guidance to the Development Department:
 - *Donor Relations* – direct and support fundraising and resource development efforts that come with volunteer groups, faith groups, corporate partners, and major donors as well as philanthropic foundations. This includes major donor stewardship, planning giving acquisition and stewardship of committed donors, high level annual fund donors and all efforts to bring revenue to support the programs and services. Work closely with development staff in all areas of fundraising; support public relations and advocacy activities, serve as public spokesperson to the community in absence of CEO, seek opportunities to educate public on affordable housing needs and low income population
 - *Special Events* –support the special events of the organization including all outreach for event sponsorships
 - *Program Funding* – *New Home Construction, Home Repair Program, Aging in Place, Faith Relations, Neighborhood Network* –support the programs including outreach for funding opportunities. Also support the faith relations outreach for the organization and guide more faith group involvement in builds and home repairs and creating more coalition (Apostle Build) opportunities
 - *ReStore* – direct, support and manage the ReStore as a daily fundraising activity to support the essential programs of the organization – prior experience in retail and marketing highly preferred
- Stewardship of Core Values:
 - Create and reinforce a culture that values the contributions of volunteers and donors
 - Ensure the efficient use of financial, environmental, and human resources
 - Protect the organization’s brand value
 - Assure adherence to the founding principles of Habitat for Humanity
 - Interface with HFHI to ensure our values and mission are in line with worldwide vision and planning
- Mission and Outreach:
 - Seek opportunities to connect the organization’s key volunteers and donors with Habitat’s mission
 - Assure the organization’s culture is welcoming to all and appreciative of all contributions
 - Coordinates the implementation of evaluation tools for feedback from volunteers and supporters
 - Increase the organization’s diversity through proactive and consistent efforts to achieve inclusiveness
- Other duties may be assigned, as necessary

What will YOU Build?



What you need:

- BA/BS minimum in Communications, Business, Marketing or related field, Master's Degree preferred
- 8 or more years' experience with methods and techniques and vehicles of fundraising; supervising employees and non-profit organization structure and strategic planning
- Proven history of fundraising management and donor stewardship
- CFRE / CFRM preferred
- Retail experience, merchandising experience, and marketing experience add a strong layer of skills for the ideal candidate to supervise the ReStore

Hiring Requirements:

- Valid In-State Driver's License, ability to successfully pass a drug screen and background check

You demonstrate these behaviors:

- Strong Interpersonal and communication skills with other departments, sponsors, volunteers, and partner families
- Ability to effectively represent Habitat for Humanity to the public
- Commitment to the Habitat mission, values and ethics
- Consistently and professionally interact with individuals from varied background
- Ability to create, adjust and maintain working calendars and schedules
- Possess strong problem solving skills, the ability to work in a fast paced environment, and the ability to multi-task
- Ability to travel occasionally
- Proficient with computers and software

What you'll get:

Full Time Verbiage

- Paid Time Off
- Simple IRA, with up to a 3% match
- Medical, Dental and Vision Insurance 100% coverage for employees and options to purchase for spouse or families – a PPO and an HSA plan options available
- Cell phone and mileage reimbursement or gas allowance via a fuel credit card
- Up to 14 paid holidays per year
- \$15,000 life insurance policy paid 100% by affiliate
- Flexible work schedule
- Salary commensurate with experience and in line with the Habitat national salary survey – estimated \$85,000 - \$95,000 based on experience

What will YOU Build?

