

Community Outreach Specialist

This position is funded with a Federal Capacity Building Grant

POSITION OVERVIEW: The Community Outreach Specialist is responsible for planning initiatives and conducting activities set forth in Willamette West Habitat for Humanity's (WWHFH) strategic plan, designed to move the affiliate to the Neighborhood Builder capacity level. They will also work closely with our community of families to ensure the neighborhoods maintain their quality of life and Habitat's reputation continues to grow.

The affiliate's territory covers eight cities, so this position will be responsible for developing a regional framework that will build awareness and engage people in the work of WWHFH. They will be instrumental in maintaining and developing relationships with community stakeholders, as well as attracting and developing relationships with new networks and potential partners.

WWHFH currently has eight neighborhoods, each containing a Home Owners Association. This position will provide outreach to these and future neighborhoods to maintain, and in some cases create, a stable community where neighbors can share concerns and solve problems together and for the benefit of everyone; work together to maintain the quality of life in the neighborhood; and enhance the affiliate's reputation in the larger community.

Strengthen Neighborhood Communities

- Act as the primary source of contact in the office for homeowners wishing to voice concerns; help involved parties work through the issues to a mutually beneficial resolution.
- Assist homeowners in developing and sustaining processes to identify issues that they feel are important.
- Encourage confidence in residents to bring newly identified issues back to neighborhood and community leaders.
- Help homeowners to empower themselves to develop understanding of the issues, shares relationships, new resources and to enhance their capacity to utilize these resources to accomplish goals based on shared interests.
- Challenge/engage homeowners to act on behalf of their common interests through one-on-one and other communication strategies.
- Actively recruit, train, support, and empower unengaged residents and community representatives to enthusiastically participate, develop strategies, and address issues.
- Serve as staff liaison to Homeowner Support Committee.
- Along with the Family Resource Committee, develop a plan to build and/or strengthen relationships with and among homeowners (e.g. community potlucks, group volunteering, neighborhood beautification projects, etc.).
- Expand homeowner connections to each other and additional resources to accomplish their goals.
- Produce a quarterly homeowner newsletter to be distributed to homeowners in every WWHFH neighborhood

Engage Resource Community

- Formalize a Moves Management program, with processes to include identification, qualification, cultivation, solicitation and stewardship of current and potential individual major donors.
- Work closely with the Board leadership and the Executive Director to develop the Board into a fully participating, fundraising board.

- Identify, cultivate and actively participate in solicitation of corporations and faith-based organizations.
- Work with Communications Manager to create personalized, individual major gift cultivation materials.
- Produce and review monthly, quarterly and annual major gift contribution reports

Community Engagement and Cultivation

- Create and manage community outreach events (dedicated volunteer experiences, warehouse tours, receptions at Habitat neighborhoods, etc.) and appreciation receptions for individual major gift donors, identifying ways to incorporate existing opportunities as appropriate.
- Build awareness of Habitat and its programs through speaking engagements.
- Develop and maintain a system for tracking community touches and outcomes.
- Develop, manage, and maintain key partnerships with public and private entities in order to identify and maximize strategic goals.
- Create strategies for community engagement programs (existing and new) and partnership development for each region within the WWHFH service area, including identifying the most effective ways to reach out to community members and stakeholders.
- Build and sustain strong working relationships with cities in the WWHFH service area, including administrators and council staff in an effort to support existing development projects and/or establish new opportunities.
- Build and sustain working relationships and communication with community associations; business leaders; faith based organizations and churches; and other institutions.

General Administrative Duties

- Establish strategic and annual goals and objectives for the Community Engagement Department
- Serve as the liaison to other community groups identified by the ED and/or work plan
- In conjunction with Development Manager, prepare annual department budget
- Attend necessary workshops, events and meetings.
- Perform other duties as assigned and/or required.

Federal Grant Requirements

- Salary \$45,000 annually fixed
- Must Start Work March 29, 2012
- Must accompany our Executive Director to Atlanta the week of April 9, 2012 for the Capacity Building Orientation Conference.

To apply, send a Resume and Cover Letter to Office@HabitatWest.org by Feb. 24. No calls please.