

## POSITION DESCRIPTION

### Mission

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

### Benefits

- ✓ Health insurance
- ✓ Dental insurance
- ✓ Vision insurance
- ✓ Short- & long-term disability
- ✓ Life insurance
- ✓ Retirement plan
- ✓ Paid holidays
- ✓ Flexible paid time off
- ✓ Telecommuting options
- ✓ Book and movie clubs
- ✓ Wellness initiatives

### Classification

Exempt

### Reports to

Chief Operating Officer

### Summary/Objective

The Outreach Manager is responsible for building and broadening our engagement within the communities we serve and with our partners in support of our organizational goals. The Outreach Manager partners with and supports teams across the organization, specifically supporting Program Services through facilitation of our educational programs and Volunteer Management through the creation of opportunities for collaboration with aligning organizations through volunteerism. This role also oversees organizational event management and the celebration of our homeowners' milestones and successes as well as engages with homeowners to track their journey beyond their closing.

### Essential Functions

1. Develop, manage and maintain collaboration with existing partner organizations, focusing on client services and volunteer engagement.
2. Manage relationship with external partnerships that foster engagement with new audiences.
3. Design, manage, and implement the Homeowner Education programs, including curriculum design while focusing on desired outcomes, and measurable impact.
4. Recruit volunteers to provide content for our educational programs.
5. Manage special events with a focus on those celebrating homeowners - such as groundbreakings, home assignment ceremonies, graduations, dedications.
6. Communicate organizational successes, reporting metrics, and the celebration of organizational partnerships.
7. Support all organizational events to ensure they are well executed.
8. Cultivate, train and support volunteers to assist in outreach activities.
9. Act as an ambassador and representative for Habitat for Humanity at public events.

## POSITION DESCRIPTION

### Competencies

1. Passionate about the Habitat for Humanity mission and purpose
2. Ability to function effectively with a minimum of daily direction and support.
3. Can solve problems and make decisions independently in a creative and effective manner
4. Proficient in Microsoft Office Suite
5. Ability to work directly with people from diverse racial, ethnic, and socioeconomic backgrounds
6. Knowledge of Salesforce or CRM systems
7. Administer all outreach inquiries in an efficient manner, while maintain confidentiality of all information.
8. Ability to train and teach
9. Strong communicator both written and verbal
10. Strong public speaking skills

### Supervisory Responsibility

This position will supervise volunteers.

### Work Environment

This job operates in a professional office environment or at various event sites. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. This position may require working in various weather conditions.

### Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position requires extended periods of sitting and standing. The employee must also occasionally lift and move up to 25 pounds.

### Position Type/Expected Hours of Work

This is a full-time, salaried position and hours of work and days are Monday through Friday, 9 a.m. to 5 p.m. Some early mornings, evenings and weekends may be required.

### Travel

Travel, if any, is primarily local during the business hours and mileage is reimbursed.

### Required Education and Experience

High School Diploma or equivalent

Experience in nonprofits an/or low-income housing

Must obtain Anti-Money Laundering certificate within first 90 days: training provided by Habitat

Must obtain First Aid/ CPR/ AED certificate within first 90 days: training provided by Habitat

### Preferred Education and Experience

Fluency in Spanish

### Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.



# Outreach Manager

## POSITION DESCRIPTION

**Office Location:**

4116 Silver Star Rd. Orlando, FL 32808

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**To Apply:**

Please send resume and cover letter to [employment@habitorlandoosceola.org](mailto:employment@habitorlandoosceola.org)

All resumes will be reviewed upon receipt.

*Habitat for Humanity Greater Orlando & Osceola County, Inc. is an equal opportunity employer and seeks to employ and assign the best qualified personnel for all our positions in a manner that does not unlawfully discriminate against any person because of race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve national guard status, or any other status or characteristic protected by law.*

7/28/2021

## POSITION DESCRIPTION

### Habitat Greater Orlando & Osceola County Core Values

WE... leads our core values as WE are a team operating together. WE are the foundation that the core values are built upon; these values do not apply to or represent just one of us -- they apply to all of us. Only as a team will we succeed.

#### Deliberate

- Planful – You look forward and work not only on what is in front of you, but also what is on the horizon.
- Measured – You pay attention to the little details that make a big difference.
- Levelheaded – You do things the right way, even when it's not the easy option.

#### Honorable

- Candid – You point out issues, along with possible solutions.
- Transparent – You own your mistakes and learn from them.
- Trustworthy – You do what you say you are going to do.

#### Nimble

- Empowered – You accept the independence and responsibility to excel.
- Creative – You integrate process improvements and innovations into project enrichment.
- Flexible – You welcome opportunities to broaden your skill set and gain new perspective.

#### Optimistic

- Positive – You embrace opportunities to positively elevate others.
- Fun – You work hard...but have fun doing it.
- Playful – You incorporate a spirit of adventure and playfulness into your work when appropriate.

#### Tenacious

- Diligent – You are mindful about the details and show care and enthusiasm for big and small projects alike.
- Dedicated – You champion perseverance in all that you do.
- Driven – You make sure that the job gets done even when there are obstacles or tight deadlines.