



**About Habitat for Humanity of Northwest Indiana:**

At Habitat for Humanity of Northwest Indiana, we are committed to transforming lives and communities through the power of affordable housing. Our mission is to bring people together to build homes, communities, and hope. We strive for a world where everyone has a decent place to live.

**Position Overview:**

**Volunteer and Donor Engagement Coordinator/Manager**

The Volunteer and Donor Engagement Coordinator/Manager plays a pivotal role in leveraging volunteerism to propel our mission. Reporting directly to the Director of Development, this role is crucial for our operations and fundraising efforts, serving as the essential link between our community's goodwill and our organizational needs. The position demands strategic thinking, exceptional relationship management, and a profound dedication to our cause.

**Job Type: Salaried, full-time position, Tuesday – Saturday, with some evenings as needed. PTO is available.**

**Key Responsibilities:**

**Volunteer and Donor Recruitment and Engagement:** Attract, schedule, and communicate with a diverse volunteer workforce. Act as a vital liaison between volunteers and the broader organization, maintaining a comprehensive volunteer database for registration, hours completed, and necessary reporting.

**Strategic Volunteer Management:** In collaboration with the Director of Development, devise and implement strategies to transition volunteers into potential donors and advocates, recognizing their contributions and nurturing long-term engagement.

**Event Preparation:** Ensure all necessary preparations for Volunteer Day, including registration setups, Donation Kiosk, welcome materials, tents, meals, and hydration, while maintaining inventory management for these items.

**Communications and Engagement:** Enhance Habitat's visibility and capacity through innovative social media strategies, compelling storytelling, and impactful volunteer and donor recruitment and retention efforts. Professional use of platforms like Facebook, and Instagram, and tools such as Canva and Adobe Creative Suite to create engaging content. Update the annual external communications plan in collaboration with the Director of Development. Execute the communications plan consistently of which includes a monthly schedule of print and digital pieces such as e-newsletters, annual reports, electronic communications, e-blasts, web content, social media, press releases, annual fund and sponsorship solicitations, event invitations, and other copy as assigned by the Development Director.

**Professional Development:** As technology and the non-profit environment is ever changing, this position requires participation in opportunities for personal and professional growth, contributing to leadership initiatives and organizational strategy, with a clear path for positive impact.

Other duties as assigned: This is a dynamic position, requiring flexibility and adaptiveness to new challenges and opportunities as they arise.

**Desired Skills and Qualifications:**

Bachelor's degree in communications, human services, or related area.

Two or more years of resource development and/or communications experience.

Samples of previous work requested.

Excellent communication and interpersonal skills, with the ability to engage diverse stakeholders.

Ability to meet deadlines with attention to detail and commitment to leading the creation and execution of the plans assigned by the Director of Development.

Ability to establish and maintain excellent working relationships with supervisor, co-workers, and other Habitat staff.

Proven experience in volunteer coordination or a related field, with a track record of successful relationship building.

Strategic mindset, ability to see the big picture and align volunteer efforts with organizational goals.

Strong organizational skills, with the capacity to manage multiple projects simultaneously.

A passion for the mission of Habitat for Humanity and a commitment to community development.

Skilled in Microsoft Office Suite, digital marketing tools, and specific experience in website and social media platform management as well as database management (CRM).

Outstanding oral and written communication skills with diverse groups and individuals.

Must be able to lift up to 50 lbs.

Teamwork-focused and strong customer service orientation.

Reliable, honest, and able to maintain confidentiality.

Valid driver's license with a good driving record.

This position is subject to drug screening.

Habitat for Humanity of Northwest Indiana is an equal-opportunity employer committed to diversity and inclusion in all facets of our work.

Application Instructions:

**Please email your resume with a cover letter detailing your passion for Habitat for Humanity's mission and why you are interested in the Volunteer and Donor Engagement Coordinator position to [habitat@nwi-habitat.org](mailto:habitat@nwi-habitat.org)**

**Please refrain from making phone calls**