



We build strength, stability, self-reliance, *and* shelter.

Job Posting

Position Title: Volunteer & Community Engagement Manager

Employment Type: Full-time

Compensation: The salary for this position is \$60,000/year. Salary commensurate with experience and qualifications.

Reports to: Vice President of Development

POSITION OVERVIEW

Habitat for Humanity of Washington, D.C. & Northern Virginia (Habitat DC-NOVA) seeks a community-minded and collaborative individual to join our team as a Volunteer & Community Engagement Manager. The Volunteer & Community Engagement Manager is passionate about Habitat's mission and community engagement, team-oriented, and highly organized. The Manager has demonstrated experience in volunteer management, coordinating, and customer service.

The Volunteer & Community Engagement Manager manages the overall implementation of the volunteer programs and ensures standards of a meaningful volunteer experience across all of our sites. The position will define volunteer policies and procedures, drive volunteer recruitment, manage reoccurring volunteers, and oversee site selection and the scheduling system. The Manager also supervises volunteer coordinators, serves as the AmeriCorps Host Site Manager and may supervise AmeriCorps members directly. The Manager works closely with fundraising staff to provide Build Days and other fundraising-related volunteer engagement.

Compensation and Benefits

Habitat DC-NOVA strives to foster a collaborative, support, and flexible work environment with a dynamic and passionate team that is committed to creating affordable homeownership opportunities for everyone.

The salary of this position is \$60,000/year on a full-time basis. Compensation will be offered commensurate with experience and qualifications. We offer a competitive salary and benefits package including healthcare benefits, vision benefits, dental benefits, and disability insurance, retirement savings plan with an employer contribution, generous paid time off, and more.



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About Habitat DC-NOVA

Habitat for Humanity of Washington, D.C. & Northern Virginia (Habitat DC-NOVA) believes that everyone deserves a safe, decent, and affordable place to call home. We help families with low and moderate incomes build strength, stability, and self-reliance by creating and preserving affordable homeownership. While we are best known for building and selling affordable homes, we do so much more: we repair existing homes, mobilize and advocate in support of pro-housing policies and solutions, provide homeowner financial education, and engage thousands of volunteers across the region. Our work brings together local families, community partners, volunteers, faith-based organizations, companies, and individuals to serve families in need of shelter. Habitat DC-NOVA launched in 2022 when DC Habitat and Habitat NOVA combined to become a single, regional organization. You can learn more about our work at www.dchabitat.org and www.habitatnova.org.

Essential Duties

- Working with leadership, define and distribute volunteer policies and procedures that ensure a standardized, impactful, and rewarding volunteer experience across all volunteer sites.
- Develop recruitment, outreach, and training strategy and materials to help better meet the organization's needs through volunteer support.
- Directly supervise volunteer coordinators.
- Serve as AmeriCorps Host Site Manager for the affiliate. Work with staff to identify positions needed, complete yearly application, recruit volunteers, work with Habitat International staff, manage program requirements to ensure compliance.
- Oversee technical systems such as VolunteerHub to ensure proper tracking and safety of volunteer data. Work with volunteer coordinators on ensuring proper utilization of VH by program staff.
- Work with other departments to develop and manage new volunteer opportunities to accommodate individuals and groups.
- Work alongside fundraising staff to cultivate a culture of philanthropy among volunteers and accommodate donor volunteer opportunities, including corporate sponsored build days, faith and specialty builds, and donor tours.
- Create volunteer appreciation schedule to include opportunities such as events, applying for awards, and other types of recognition.
- Work with construction and ReStore staff in scheduling group activities and ensuring a positive experience for both volunteers and staff. Provide onsite support as needed.
- Provide support to staff and step in when needed to manage volunteer conflicts to ensure proper documentation and efficient handling of sensitive issues.



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The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties and responsibilities held by this position. Responsibilities may change over time. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Qualifications

- Associate's degree or equivalent experience, Bachelor's preferred
- 3 or more years of volunteer management experience
- 2 or more years of nonprofit experience
- VolunteerHub experience preferred
- Demonstrated experience with handling multiple projects where detail orientation is critical
- Highly communicative and collaborative team player
- Demonstrated ability to make persuasive presentations
- Demonstrated experience in conflict resolution
- Demonstrated experience in hiring and managing subordinates

To Apply

To apply for this position, please submit a resume and cover letter with your desired salary to Kat Shaub, Vice President of Development, at development@dchabitat.org. Include Volunteer & Community Engagement Manager in the subject line. You may also apply online via our postings.

We aim to respond to all applicants within two weeks of submission.

Habitat for Humanity of Washington, DC & Northern Virginia is an Equal Opportunity Employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.