



Habitat for Humanity of Broward

Position Description: Community Relations and Special Events Manager

Full Time

The Community Relations and Special Events Manager for Habitat for Humanity of Broward (Organization) is responsible for building relationships, engaging partners and managing fundraising campaigns and events by organizations throughout Broward County. This person is a key member of the development team and an ambassador who represents Habitat in a positive and professional manner to the community. This position communicates our vision and manages relationships with community groups to produce fundraising revenue for our mission. This position also writes funding proposals, publicity and marketing material and initiates social media to inform and engage the community. The position reports to the Director of Development & Marketing.

Essential Duties and Responsibilities:

1. Communicate Habitat for Humanity of Broward's mission to the community.
2. Represent Habitat Broward and build relationships with a wide array of local organizations to support its mission.
3. Assist organizations and volunteers to create and deploy successful fundraising projects.
4. Solicit donations and manage fundraising campaigns.
5. Manage events to raise funds and awareness for Habitat Broward.
6. Utilize Mobile Cause, crowdfunding and other mobile tools to make fundraising simple and accessible.
7. Raise a dollar goal to be established at the beginning of each fiscal year.
8. Maintain a high level of nurturing and supportive communication with organizations.
9. Respond to routine inquiries by community organizations.
10. Write press materials and stay on top of social media so that people learn about initiatives and stay connected.
11. Assist Habitat ReStore with marketing, PR and events that raise money and awareness.
12. Coordinate closely with Development team and Volunteer Services and to solicit donors at every level, from annual to principal donors (\$80K+).
13. Develop collateral materials needed for community relations and events.
14. Organize and execute Habitat events, including home dedications.
15. Monitor contacts and dollars raised to evaluate success of community relations initiatives.

Required Knowledge, Skills and Experience:

1. Bachelor's degree in Communications, PR, Journalism, English, Marketing or equivalent
2. Excellent communication, presentation/speaking and interpersonal skills.
3. Excellent organizational skills. Ability to define problems, collect data, and draw valid conclusions; ability to multi-task and set priorities.
4. Ability to learn Raisers Edge or similar database. Ability to apply data to support position's work.



5. Ability to perform basic math calculations (add, subtract, find percentages)
6. Ability to operate standard office equipment, cellular phone and camera.
7. Proficiency in Microsoft WORD, Excel, Powerpoint and Outlook.
8. Experience in events, campaigns, marketing and/or PR.
9. Ability to work a flexible schedule which may include evenings and weekends.
10. Ability to drive, walk, stand and present, carry up to 10 pounds while walking.

Send Resume to hr@habitatbroward.org

Subject: Community Relations and Special Events Manager