

**SUMMIT HABITAT FOR HUMANITY
DEVELOPMENT AND COMMUNICATIONS MANAGER JOB DESCRIPTION**

Job Title: **Development and Communications Manager**

Reports to: **Executive Director**

Position Summary:

The Development and Communications Manager provides leadership to Habitat for Humanity and is responsible for all development activities and external communications. Responsibilities include creating and implementing the fund development and comprehensive annual communications plans under the directives of the Executive Director and within all established policies and guidelines.

Essential Functions

1. Creates and implements a comprehensive fund campaign plan that incorporates face to face solicitation, special event fundraising, direct mail and online giving.
2. Writes grants as assigned by the Executive Director and is responsible for completing reports as required by the grantors.
3. Develops the annual external communications plan to include print materials (newsletters, annual report, etc.), electronic communications such as e-news, e-blasts, web content, and social media.
4. Writes all press releases, annual fund solicitations (for donors/prospects, event invitations, and other copy as assigned by the Executive Director.

Competencies:

Mission Oriented: Believes in Habitat's mission and values and consider them as a framework for all professional decisions.

People Oriented: Initiates the development of relationships with donors, potential donors and volunteers to impact and strengthen the community. Communicates to engage and inspire people within and outside Habitat.

Results Oriented: Dedicated to achieving the goals of the development campaigns and stewardship plans and all special events to ensure the necessary resources to fuel the delivery of the mission.

Qualifications:

1. Bachelor's degree in communications, human services, or related area.
2. Two or more years of resource development and/or communications experience, preferably in the Habitat movement, including annual fundraising, external communications, special events, graphic design and social media.
3. Proven track record in annual fundraising, grant writing, communication development management, and special event coordination.
4. Superior written and verbal communication skills.
5. Ability to meet deadlines and motivate and support staff and volunteer leadership.
6. Attention to detail and commitment to leading the creation and execution of the plans assigned by the Executive Director.
7. Ability to establish and maintain excellent working relationships with supervisor, co-workers, and other Habitat staff.
8. Must have commitment to the Habitat mission and uphold its values and ethics.

Location:

Summit Habitat for Humanity, 1291 Blue River Parkway, Silverthorne, CO 80498

To Apply:

Email cover letter and resume to: manager@summitrestore.com