

Job Title: Community Engagement Manager
Department: Development
Reports to: Resource Development Director
Start Date: August 17, 2026
Employment Type: Full-Time

About Flatirons Habitat for Humanity

Flatirons Habitat for Humanity is a nonprofit organization dedicated to building strength, stability, and self-reliance through affordable housing solutions. Serving communities across Boulder County and Broomfield County, we partner with families and individuals to create safe, sustainable homes while fostering a sense of empowerment and community.

Guided by our vision of a world where everyone has a decent place to live, we work collaboratively with volunteers, donors, and community members to address the housing crisis and provide opportunities for generational growth and stability. Joining Flatirons Habitat means contributing to meaningful change and embracing a culture rooted in compassion, justice, diversity, and equity.

Position Summary

Under the supervision of the Resource Development Director, the Community Engagement Manager (CEM) plays a vital role in Flatirons Habitat for Humanity's volunteer and resource development program. This position is responsible for volunteer engagement, constituent information management, gift processing, donor stewardship, and support for marketing and communications efforts.

The CEM ensures accurate recordkeeping in FHfH's Bloomerang donor and volunteer databases and supports donor cultivation strategies through volunteer engagement, events and ongoing outreach. This role also contributes to marketing and communications initiatives, including content creation, digital communications, social media, and community outreach to strengthen brand awareness and promote fundraising campaigns and programs.

Responsibilities

Volunteer, Donor & Corporate Partner Engagement (40%).

- Coordinate and schedule individual, skilled, office, and group volunteers to meet organizational needs across construction sites, and administrative functions.

- Develop and implement strategies to recruit, engage, retain, and recognize volunteers through formal and informal appreciation programs
- Serve as the primary liaison for volunteer groups and partner organizations, ensuring a positive volunteer experience and effective communication.
- Support construction staff with volunteer management, orientation, and training, particularly during large group build days and Theme Builds.
- Maintain accurate volunteer records and databases, including volunteer participation, hours, team involvement, and contact information.
- Draft and distribute donor, volunteer, sponsor, and corporate partner acknowledgments, stewardship communications, and impact stories.
- Assist in the development and fulfillment of corporate sponsorship opportunities, including recognition, branding, engagement benefits, and stewardship activities.
- Conduct research and support outreach efforts to identify and cultivate prospective corporate sponsors and community partners in collaboration with the Resource Development Director.
- Engage donors, volunteers, sponsors, and community partners through meaningful outreach, storytelling, events, mailings, and follow-up communications.

Marketing & Communications (35%)

- Create and schedule content for social media platforms (e.g., Facebook, LinkedIn), ensuring consistent branding and messaging.
- Monitor social media channels, respond to inquiries, and engage with followers.
- In collaboration with the FHfH's Resource Development Director, plan, create, and implement direct mail and electronic newsletters.
- Design marketing collateral, including the Annual Report, Impact Report, brochures, signage, and apparel.
- Maintain website content, including stories, banners, job postings, and event updates.
- Promote special events such as CEO Build, Love Build, Faith Build, Pride Build, ground blessings, home dedications, and major donor events.
- Prepare press releases as needed.
- Track engagement metrics to inform outreach and sponsorship strategies.

Gift Processing & Database Management (15%)

- Accurately process and code all donations (mail, online, events, in-kind, corporate sponsorships, etc.) and ensure timely, meaningful donor acknowledgements.
- Manage gift entry, imports, and reporting; serve as liaison with donation platforms and partners (e.g., HFHI, Benevity, Fidelity).

- Maintain accurate and organized donor records to support fundraising, communications, and relationship building.
- Partner with the office volunteer to track volunteer, event, and corporate partner engagement and maintain up-to-date constituent records.

General Responsibilities (10%)

- Support FHfH events, including Love Build, Faith Build, Pride Build, Veteran's Build, CEO Build, and other initiatives.
- Assist with outreach and represent FHfH at community and corporate engagement events.
- Serve as a professional and welcoming point of contact for public, donor, and corporate partner inquiries.
- Contribute to a collaborative, mission-driven team environment.

Additional Responsibilities

This job description is not intended to be all-inclusive. Employees may be required to perform other related duties as assigned, including but not limited to:

- Assisting colleagues within the department and collaborating across teams.
- Participating in occasional group activities or events.
- Contributing to shared cleaning duties and maintaining a safe work environment.
- Taking on new tasks and responsibilities as needed.

Education and Experience Required

- Passion for Habitat's mission and commitment to affordable homeownership in Boulder County.
- Bachelor's degree in Marketing, Communications, Public Relations, or related field (or equivalent experience).
- Experience in a range of marketing and fundraising activities.
- Proficiency in Microsoft Office (Word, PowerPoint), Squarespace, Canva, Adobe Suite, and video editing software.
- Familiarity with social media metrics and analytics.
- Strong written and verbal communication skills with attention to detail.
- Ability to tell compelling, mission-driven stories for diverse audiences.
- Collaborative and inclusive team player.
- Strong planning and prioritization skills with the ability to meet deadlines.

- Flexible and adaptable work style, including availability for occasional evenings and weekends.
 - Ability to manage competing demands and work independently.
 - Demonstrated integrity, professionalism, and ability to maintain confidentiality.
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Preferred Qualifications

- Experience working or volunteering in a nonprofit organization.
 - Experience with fundraising, marketing, or communications.
 - Exposure to corporate sponsorships, partnerships, or event coordination.
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Compensation and Benefits

Salary: \$55,000–\$58,000, commensurate with experience.

- Generous health and paid time off benefits.
- 2% retirement match.
- Intentional and mission-driven culture.

Application Process

To apply, please submit a cover letter expressing your interest in this role, along with your resume, a writing sample, and the names and contact information for three professional references to Istaniforth@flatironshabitat.org. Review of applications will begin immediately, and the position will remain open until filled. We anticipate an August 17, 2026, start date. This role generally requires 30 hours per week in the office.

Flatirons Habitat for Humanity is an equal opportunity employer. We are committed to creating a diverse and inclusive environment and do not discriminate based on race, color, religion, gender, sexual orientation, gender expression, national origin, disability, veteran status, or any other characteristic protected by law. We encourage all qualified individuals to apply and join us in building a world where everyone has a decent place to live.