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Job Description Community Development Manager

Position Overview

The Community Development Manager (CDM) reports to the Homeowner Services Director, and actively collaborates with other staff members across departments. This is a full time, salaried position averaging 40 hours per week. Work outside normal business hours is expected.

Responsibilities

The CDM will coordinate Habitat for Humanity's Home Preservation and lead community development and engagement efforts. Through this role, the CDM works with stakeholders to identify areas of need in the community and develops collaborative relationships with neighborhood residents, community leaders, and human services programs. Primary areas of focus include:

Home Preservation Program

- Conduct outreach to targeted communities to identify potential Home Preservation applicants.
- Process applications including but not limited to, contacting applicants, calculating applicants' income, determining eligibility, referring non-qualifying applicants to other repair programs and monitoring collection of payments from clients.
- Work closely with Development and Construction teams to oversee over \$150,000 project budget comprised of multiple local, state, and federal funding sources.
- Oversee successful utilization of special fixed-funding opportunities, such as NAACP water heater replacement, climate action funds, and other sources.
- Lead biweekly Home Preservation Work Group meeting to track and monitor repair projects.
- Maintain Habitat's role in the Orange County Home Preservation Coalition, including attending monthly meetings, updating shared database, and supporting goals of the collaborative.
- Lead program evaluation, including conducting surveys, managing program data, and reviewing best practices to ensure program is continuously improving.
- Work with Development team on marketing strategy, including highlighting homeowner stories and partner involvement.
- Represent Habitat at local government meetings as deemed necessary by the CEO and VP of Homeowner Services.

Community Development and Engagement

- Produce and distribute biweekly homeowner announcements to over 150 homeowners to provide information and resources.
- Work with homeowners and neighborhood residents on resident-led goals. This may include neighborhood block parties, resident programming, and "quick action" projects.



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- Upcoming projects may include: Facilitating monthly meetings in Crescent Magnolia; working with Odie Street homeowners to establish community meeting, reconnecting with aging Habitat neighborhoods.
- Build relationships with neighborhood residents in areas where Habitat is planning future home construction.
- Coordinate Habitat involvement in annual neighborhood-led activities such as: Rogers Road Fall Festival, Rogers Road Back 2 School Bash, Northside Good Neighbor Initiative/National Night Out, Northside Spring Festival, and Fairview Live.
 - Serve annually on at least one local community event planning committee
- Work directly with Habitat homeowners, Home Preservation clients, and volunteers to establish advocacy opportunities to speak on behalf of Habitat and affordable housing at government meetings, including writing talking points.
- Develop partnerships and collaborate with other organizations to develop a comprehensive network of housing-related services.

Homeowner Services Departmental Support

- Work with Homeowner Support Specialist to align HOA development into wider community development strategy.
- Work with Development team to align community-facing groups such as UNC Habitat and Advocacy Committee into wider community engagement strategy.
- Serve as Habitat's representative with other community-based organizations as requested by the CEO and VP of Homeowner Services.
- Assist Lending Manager and VP of Homeowner Services with departmental goals as needed.
- Assist with intern supervision
- Oversee special departmental projects
- Contribute capacity-building support to resident-led neighborhood revitalization efforts in the Fairview community through meeting facilitation, resource development, training, and evaluation.
- Provide data base administration support

Qualifications and Requirements

- Bachelor's degree or equivalent experience in a related field
- Minimum two years community organizing, community development and/or affordable housing experience
- Exceptional written and verbal communication skills
- Proven organizational skills including the ability to manage multiple tasks and projects



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simultaneously

- Exceptional critical thinking and problem-solving skills
- Knowledge and experience with AirTable and/or Salesforce programs.
- Available for occasional work events on weekends and evenings.
- Bilingual a plus
- Reliable vehicle and valid [NC] Drivers' License (travel within Orange County is required)
- Familiarity with the local Orange County community preferred

Please submit a cover letter and resume to careers@orangehabitat.org

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of the position. All employees may have other duties assigned at any time.

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