



Job Description

Community Development Manager

About Habitat for Humanity of Orange County

Habitat for Humanity of Orange County (HHOC) is a non-profit organization that offers the opportunity for low-income Orange County families to purchase affordable homes. Since 1984, HHOC has built more than 290 homes locally and funded more than 170 homes internationally. HHOC is the local affiliate of Habitat for Humanity International. HHOC is a well-respected organization with a hard-working Board of Directors and a dedicated staff. It is stable financially and has ambitious plans for the future.

Position Overview

The Community Development Manager (CDM) reports to the Homeowner Services Director, and actively collaborates with other staff members engaged in implementing Habitat's Neighborhood Revitalization Initiative (NRI). This is a full time, salaried position averaging 40 hours per week. Work outside normal business hours is expected.

Responsibilities

The CDM will implement and coordinate Habitat for Humanity's Neighborhood Revitalization Initiative in selected communities where Habitat has or plans to have an active presence. Through the NRI program, 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. The CDM will also work with Habitat Homeowners Associations in areas outside of the targeted NRI communities. Primary areas of focus include:

Home Preservation Program

- Process applications for the Home Preservation Program including but not limited to, contacting applicant, calculating applicants' income, determining eligibility, referring non-qualifying applicants to other repair programs and monitoring collection of payments from clients
- Coordinate with all Habitat Departments and Board of Directors to ensure Neighborhood Revitalization Initiative (NRI) best practices are in place
- Coordinate regular meetings with Construction and Development teams to assess new projects and monitor existing projects.
- Communicate with Home Preservation Manager to track and monitor repairs
- Conduct surveys to evaluate Home Preservation Process, homeowner satisfaction and cost effectiveness and make adjustments as needed
- Conduct outreach to targeted communities to identify potential Home Preservation applicants
- Responsible for collecting and reporting data both internally and externally
- Represent HHOC at local government meetings as deemed necessary by Executive Director and Homeowner Service Director
- Work with other Habitat affiliates in researching successful programs and implementing best practices

- Participate in meetings with Orange County Home Preservation Coalition

Community Engagement

- Serve as Neighborhood Revitalization coordinator/representative for the affiliate
 - Monthly coaching calls with HFHI assigned NR Coach
 - Complete annual NR reports
 - Provide Office Manager quarterly statistics for HFHI reports and annual statistics for insurance reports
- Collaborate with other organizations to develop a comprehensive network of housing-related services
- Attend and participate in focus neighborhood community-watch meetings
- Build relationships with non-Habitat homeowners in areas where Habitat is planning future home construction
- Serve as HHOC's representative with other community based organizations as requested by the Executive Director and Homeowner Services Director
- Serve annually on at least one local community event planning committee (example: Unity in the Community)
- Coordinate HHOC 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 National Night Out

Homeowner Leadership and Advocacy Training

- Identify leaders within HHOC communities and develop their skills through workshops and one-on-one guidance
- Work with Homeowner Advocacy Committee to recruit and train members as well as to help organize the Annual Celebration
- Work with Homeowners Services Department to provide leadership training to Habitat homeowners and HOA members
- 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
- Facilitate workshops and trainings for Habitat homeowners and their neighbors, providing information on topics such as financial planning, conflict resolution, leadership, and community resources by working with organizations and volunteers

Homeowner Advocacy / Homeowner Associations (HOAs)

- Interact with Homeowners' Associations (HOAs) to provide information and connection to resources according to each neighborhood's needs
- Assist HOA leaders with scheduling and planning regular meetings
- Provide support for community gardens through resource development, training, and coordination of volunteers and neighborhood residents
- Produce and distribute homeowner newsletter on a quarterly basis

Other Responsibilities

- Grant writing and reporting in collaboration with Database & Grant manager and Development Director on grants pertaining to NR and Home Preservation
- Provide assistance as needed to the Homeowner Services Director and Homeowner Support Specialist

Minimum Education and Experience:

- Bachelor's Degree or equivalent required; Master's Degree in related field a plus
- Minimum two years community organizing, community development and/or affordable housing experience
- Experience in organizing groups and/or volunteer coordination
- Training in diversity and inclusion strategies is highly preferred
- Computer literacy and working knowledge of office software applications and programs including PowerPoint and database technologies

Qualifications:

- A strong belief in the organization's mission and vision
- Reliable vehicle and valid [NC] Drivers' License (travel within Orange County is required)
- Demonstrated verbal and written communication skills
 - Confidence in speaking before groups
- Demonstrated organizational skills
 - Experience working effectively and collaboratively in a team environment
 - Experience facilitating effective meetings
- Ability to enthusiastically convey Habitat's mission to diverse groups of people, including churches, government agencies and community groups
- Familiarity with the local Orange County community preferred
- Fluency in Spanish, Burmese, and/or Karen is helpful but not required

Compensation: Commensurate with experience and abilities and reflective of salary levels in other nonprofit organizations. HHOC offers a generous benefit package.

HHOC is an Equal Opportunity Employer.

In one document, please send a cover letter and resume to careers@orangehabitat.org