

Employment Position Title: Faith Relations Manager

Department: Development

Basic Function: The Faith Relations Manager works with the Chief Development Officer to generate new faith partnerships and strengthen ongoing faith community relationships in support of the affiliates long term goals. The Faith Relations Coordinator reports to the Director of Development and works closely with all team members, including the President/CEO, faith committee chairs, and the board, to identify, cultivate, and build relationships with various faith communities. The coordinator should expect to spend no less than 40% of their time out of office, meeting with faith communities, serving as a presence in the community, and building strong relationships with supporters.

Key Responsibilities:

- In tandem with the Chief Development Officer, implement a comprehensive program to identify, cultivate, and solicit donations from various faith communities. Research and create a pipeline of prospective faith community partners. As opportunities arise, actively attend relevant community and faith-based events that have potential to yield new partnerships and revenue for the affiliate.
- Build awareness of Habitat for Humanity as a faith-based housing ministry and the services that Habitat can provide to faith community members.
- Coordinate the monthly interfaith committee meetings; recruit new members, develop agendas, etc.
- Manage and schedule volunteer groups from faith communities on the build site and in the ReStore.
- Coordinate faith leader involvement in Habitat’s various activities including ribbon cuttings, groundbreakings, advocacy events, and home dedications.
- Coordinate special projects and organizing local events such as the International Day of Prayer, Interfaith Unity Build, Action, Building on Faith, etc.
- Participate in public speaking engagements, acting as an ambassador for the affiliate. Public events may require attending worship services of varying denominations and/or religions
- Serve as a liaison between faith communities and Habitat to ensure a meaningful relationship with HFHMM is developed
- Work with Resource Development staff to ensure appropriate stewardship of relationships with different faith communities.
- Ensure that the CRM is current and accurate
- Utilize volunteers and/or interns to implement programs as needed
- Be an outstanding, confident, and knowledgeable spokesperson for Habitat for Humanity Metro Maryland
- Other duties as assigned

Qualifications:

- Self-starter with an ability to take initiative and manage multiple priorities
- Possess two to five years of progressively responsible experience in community engagement or fundraising
- Be able to travel- requires a personal vehicle, insurance and valid driver’s license
- Work independently and be self-motivated in initiating contacts with potential donors
- Ability to think through and create/ follow timelines
- Excel at multi-tasking with various projects and deadlines; attention to detail is a must

- Excellent communication skills (written and verbal) and presentation skills
- Proficiency in Microsoft Office programs
- Knowledge of CRM's in general.
- Ability to lift up to 20 lbs
- Ability to work in fast- paced, open, team- oriented, business casual office
- Able to work nights and weekends as necessary
- Able to collaborate well with others

Highly recommended skills and qualifications:

- Experience working with diverse communities and housing related issues
- Experience working in various faith communities
- Passion and understanding of the Habitat for Humanity mission and the desire to promote it!
- Degree in Theology, Divinity, Christian Ministry a plus

Benefits: Health Coverage, 401K plan, Paid Time Off

To apply: Please submit cover letter and resume via e-mail to jeff.dee@habitatmm.org

Due to a high level of response not all applicants will receive notification of their application status.

We do not accept phone calls for open positions!