**Habitat For Humanity Greater Cincinnati**

**Position:** Global & Faith Engagement Coordinator

**Type:** Full Time, Non Exempt

**Manages Others:** No

**Reports To:** Volunteer Program Manager

**Position Summary**

Habitat for Humanity is seeking a highly motivated and experienced Global & Faith Engagement Coordinator to join our team. The role will play a critical role in managing, growing, and stewarding initiatives with our international work and local faith partners.

The Global & Faith Engagement Coordinator is responsible for managing Habitat for Humanity of Greater Cincinnati’s Faith Relations program to significantly increase participation and support from local faith partners. This position will be responsible for providing leadership and support to faith-based coalitions and other existing faith relationships that provide funding and volunteers for Habitat home building.

The Global & Faith Engagement Coordinator will leverage Habitat for Humanity's Global Village program to recruit volunteers to work internationally alongside local communities to build affordable, sustainable housing. This role will engage stakeholders (staff, homebuyers, board members, volunteers, and donors) to contribute directly to improving housing conditions while engaging in cultural exchange and learning about local challenges. This role will also manage our Tithe program which supports four international partner affiliates, fostering connections between our local team, board, volunteers, donors, and the work we support abroad.

The Global & Faith Engagement Coordinator is also responsible to assist in helping with events, including Rock the Block

**Position Responsibilities**

Faith Partnerships

* Support and execute the annual faith community engagement plan to strengthen current relationships with faith coalitions and churches, including clergy, denominational leadership, and volunteer faith committees to expand volunteer engagement and financial resources.
* Serve as staff liaison for the Faith Relations Committee, providing administrative support, coordinating meetings, and fostering collaboration to achieve annual goals. Facilitate communication with faith partners, track progress, and support the planning of events to strengthen partnerships and engagement.
* Serve as the key spokesperson for routine events of faith-based partners, coalition meetings, volunteer events, networking events, and speaking engagements and presentations to further relationship with key stakeholders in the faith community.
* Lead the organization in creating effective outreach activities to current partners to engage faith communities, including faith coalition build days.
* Collaborate with the Development Team on fundraising initiatives of faith partners.
* Responsible for maintaining records of faith and community partners with updated contact information, meeting notes and other key information.
* Coordinate attendance of faith partners for home dedications and other events.

Global Village & Tithe Program

* Develop a solid understanding of the work, progress, and future-plans of our partner countries (El Salvador, Kenya, Nepal and Cambodia) through direct engagement.
* Create engagement opportunities (staff and board in particular) to understand the work happening and outcomes produced directly from our Tithe in partner countries.
* Engage directly with tithe partners to deepen relationships and identify unique opportunities for international exchange
* Coordinate the Global Village trips to partner countries:
  + Recruit attendees from all stakeholder groups.
  + Manage the application process across all stakeholders (staff, board, volunteers, donors)
  + Form team and set expectations.
  + Coordinate and lead local teambuilding and fundraising initiatives for GV trips.
  + Confirm travel plans and requirements (passports, travel visas and entry requirements, etc).
  + Coordinate with the in-country team on details, logistics, travel, etc.
  + When possible, attend trips as trip lead. If it’s not possible, identify and provide support to a selected team lead.
* Adhere to HFHGC’s Global Village & Tithe policies, including the scholarship schedule.
* Work with Marketing & Communications to develop communication strategies to promote and celebrate our international work and Tithe Program.
* Work with a fundraising team to Identify and secure sponsorships and donor support for Global Village work in collaboration with the Development Team.
* Assist the team with supporting on-going relationships with Global Village participants and the stewardship of donors.
* Establish a Tithe Committee to evaluate HFHGC’s relationship with Tithe partners annually and, in coordination with HFHI, determine whether and how our support of existing countries continues or changes.
* Develop a sustainable budget framework for the Tithe Program.
* Build a cohort amongst other Habitat Affiliates taking a similar approach to Tithe and Global Village to learn and share best practices.

**Qualifications**

* Minimum of 3 years of successful experience in community relations, fund development, volunteer coordination or program management required.
* Experience with organizations focused on international issues preferred.
* Experience building and managing relationships with committees, donors, volunteers, and stakeholders.
* Understanding of the fundraising process.
* Basic knowledge of Raiser’s Edge NXT donor software program preferred.
* Knowledge of Greater Cincinnati faith communities preferred.
* Respect for and openness to learning about and engaging with diverse religions and cultures is essential.
* Sensitivity to cultural nuances and practices.
* Exceptional interpersonal skills and professional demeanor.
* Excellent written and oral communication skills.
* Professional and articulate speakers are comfortable with communicating with diverse audiences.
* Ability to perform as a team player, combined with ability to work independently with limited supervision.
* Ability to manage multiple tasks, deadlines, and details.
* Ability to understand financial reports and analyze information.
* Proficiency in Microsoft Office Suite
* Ability to work a flexible schedule including some weekends and evenings as required.

We are an equal opportunity employer.

*LIMITATIONS AND DISCLAIMER*

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an “at-will” basis.