



We build strength, stability, self-reliance, *and* shelter.

JOB POSTING

Position Title: Director of Volunteer & Community Engagement

Employment Type: Full-time, Exempt, Monday - Friday

Compensation: The annual salary for this position ranges between \$68,000 and \$75,000. Salary commensurate with experience and qualifications.

Reports to: Vice President of Resource Development

POSITION SUMMARY:

Habitat for Humanity of Washington, D.C. & Northern Virginia (Habitat DC-NOVA) seeks a collaborative, strategic, and passionate individual to join our team as the Director of Volunteer & Community Engagement. This position plays a vital role in advancing Habitat DC-NOVA's mission by creating meaningful volunteer opportunities and fostering community engagement across the organization.

The Director of Volunteer & Community Engagement oversees the development and implementation of volunteer programs, establishes policies and procedures to ensure a rewarding volunteer experience across all sites, and leads volunteer recruitment, outreach, and training strategies. This position directly supervises volunteer services staff, manages the affiliate's AmeriCorps host site program, collaborates with fundraising staff to cultivate corporate and community partnerships, and oversees volunteer management strategies in the ReStores in partnership with store leadership.

COMPENSATION AND BENEFITS:

Habitat DC-NOVA strives to foster a collaborative, support, and flexible work environment with a dynamic and passionate team that is committed to creating affordable homeownership opportunities for everyone.

The annual salary for this position ranges between \$68,000 and \$75,000, commensurate with experience and qualifications. We offer a competitive salary and benefits package including healthcare benefits, vision benefits, dental benefits, life and disability insurance, retirement savings plan with an employer contribution, generous paid time off, and more.

ABOUT HABITAT DC-NOVA

Habitat for Humanity of Washington, D.C. & Northern Virginia (Habitat DC-NOVA) believes that everyone deserves a safe, decent, and affordable place to call home. We help families with low and moderate incomes build strength, stability, and self-reliance by creating and preserving affordable homeownership. While we are best known for building and selling affordable homes, we do so much more: we repair existing homes, mobilize and advocate in support of pro-housing policies and solutions, provide homeowner financial education, and engage thousands of volunteers across the region. Our work brings together local families, community partners, volunteers, faith-based organizations, companies, and individuals to serve families in need of shelter. Habitat DC-NOVA launched in 2022 when DC Habitat and Habitat NOVA combined to become a single, regional organization. You can learn more about our work at [habitatdcnova.org](https://www.habitatdcnova.org).

DUTIES AND RESPONSIBILITIES:

- Creates and executes strategies and programs for meaningful volunteer engagement opportunities for a wide variety of individuals and groups to support Habitat's mission, including office, corporate, faith, and community volunteers
- Establishes and maintains volunteer policies and procedures that ensure an impactful, rewarding volunteer experience across all sites
- Develop recruitment, outreach, and training strategies to increase volunteerism across the organization
- Directly supervises volunteer services staff
- Collaborates with the Policy Director to implement and maintain a volunteer advocacy program
- Serves as AmeriCorps host site manager for the affiliate to recruit and manage AmeriCorps member support
- Oversees implementation of technical systems related to volunteer management, ie VolunteerHub, Salesforce, etc.
- Other duties as assigned

The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties and responsibilities held by this position. Responsibilities may change over time. In addition, reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this position.

QUALIFICATIONS:

- Associate's degree or equivalent experience, bachelor's preferred
- 3 or more years of volunteer management experience
- 2 or more years of nonprofit experience
- VolunteerHub experience preferred
- Demonstrated experience with handling multiple projects where detail orientation is critical
- Highly communicative and collaborative team player
- Demonstrated ability to make persuasive presentations
- Demonstrated experience in conflict resolution
- Demonstrated experience in hiring and managing subordinates

TO APPLY:

Please submit a resume and cover letter with your desired salary to John Cuevas at hr@habitatdcnova.org. Include "Director of Volunteer & Community Engagement" in the subject line. You may also apply online via our postings.

Habitat for Humanity of Washington, DC & Northern Virginia is an Equal Opportunity Employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.