



## POSITION DESCRIPTION

<i>Title:</i> <b>Faith In Action Program Manager</b>	<i>Employment Status:</i> <b>Full Time</b>
<i>Department:</i> <b>Development</b>	<i>FLSA Status:</i> <b>Exempt</b>
<i>Reports to:</i> <b>Director of Development</b>	<i>Supervises:</i> <b>Interns &amp; Volunteers</b>

### MISSION:

Seeking to put God’s love into action, Pikes Peak Habitat for Humanity (PPHFH) brings people together to build homes, communities and hope.

### GENERAL DESCRIPTION:

Working under the supervision of the Director of Development (DOD), the Faith In Action Program Manager (FIAPM) is responsible for the design and implementation of the **Faith in Action (FIA) Program** and activities that have a goal of increasing participation from local faith partners in supporting the mission of PPFH. The FIAPM will support the formation of partnerships and relationships with houses of worship, some of which have longstanding relationships with PPFH and some of which will be new contacts for the organization.

The **FIA Program** seeks to engage faith groups in six main elements: 1) construction and ReStore volunteer recruitment, 2) collaboration on our Interfaith Build for Unity, 3) raising awareness (need for affordable housing and constraints), 4) global engagement, 5) financial support, and 6) prayer support.

The FIAPM provides leadership to the Faith Relations Committee. As necessary, the FIAPM will recruit and supervise interns and volunteers to help with **FIA Program** efforts.

Paramount to this position is the ability to work with a high degree of independence, and juggle various projects at once, while maintaining a clear view of how each project supports the organization’s mission.

### CORE RESPONSIBILITIES:

- Develop and implement regular **outreach strategies** to introduce faith organizations to Habitat for Humanity
- Develop and implement regular **relationship building strategies** with faith organizations already participating with PPFH
- Develop and implement regular **communication strategies** for the **FIA Program**
- Plan and implement annual **faith-based event strategies** (Interfaith Build for Unity, etc.)
- Explore the interest level of local faith organizations in potential **Global Village** projects, develop options for addressing their interest / needs, and implement programming
- Provide staff leadership to the **Faith Relations Committee**

### KNOWLEDGE, SKILLS, ABILITIES:

- Excellent written and oral communication skills including being an articulate speaker who is comfortable with public speaking engagements at faith organizations
- Excellent interpersonal skills to establish, build, and maintain effective working relationships with individuals from diverse faith beliefs, colleagues, board / committee members, and volunteers
- Respectful of individuals from a variety of cultural and religious backgrounds and able to treat their beliefs with dignity

- Exceptional organizational, problem-solving and time management skills as well as attention to detail.
- Experience with creating realistic three-year plans and supporting strategies / tactics
- Self-motivated, able to work independently with limited supervision, willing to handle concurrent tasks and make appropriate judgments and decisions
- Understanding of private philanthropy as it relates to not-for-profit organizations and knowledge of fundamental disciplines of resource development
- Ability to ensure that volunteer and donor appreciation is an essential component of our everyday work
- Ability to maintain a high level of confidentiality
- Performs as a team player and comfortable in an ecumenical environment
- Flexibility to work longer hours, evenings and weekends as needed

### **EDUCATION, EXPERIENCE:**

#### ***Preferred:***

- BA/BS degree or equivalent combination of education and experience
- At least two to three years of development or program / volunteer management experience in a not-for-profit environment (including working with relationship management software – Bloomerang preferred)
- Familiarity with the local faith community and religious organizations
- Passion and calling to engage the local faith community in PPHFH’s mission
- Experience working with committees and volunteers (including knowledge of committee development and volunteer recruitment / mobilization strategies)

#### ***Required:***

- Reliable transportation, a valid driver’s license, current auto insurance and a good driving record
- Proficient in Microsoft Office, including Word, Excel and PowerPoint
- Exceptional attention to detail
- Must pass a background check

### **ACCOUNTABILITY:**

- The FIAPM applicant/team member shall be:
  - In agreement with the job description
  - In agreement with the **work plan and measurables**
  - In agreement with the policies and ethical guidelines of PPHFH, the Association of Fundraising Professionals and the Donor Bill of Rights
  - Accountable to the DOD
  - And perform other projects and tasks as may be assigned

### **EQUAL EMPLOYMENT OPPORTUNITY:**

It is PPHFH’s policy to comply with all applicable Equal Employment Opportunity laws by making all employment decisions without regard or consideration for any individual’s gender, sex, pregnancy, race, color, national origin, ancestry, creed, religion, age, physical or mental disability, genetic information, marital status, sexual orientation, transgender status, military status, and any other basis protected by federal, state or local law.

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, or crouch; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Individuals in this position will generally work indoors, and will have a workspace designated solely for him/her. Necessary office furnishings, equipment and supplies will be provided by PPHFH. While performing the duties of this job, the employee may periodically be required to work outdoors and would be exposed to weather conditions prevalent at the time. The employee may periodically be required to work in an offsite environment or at special events, and from time-to-time may be asked to travel on PPHFH business, at the affiliate's expense. The noise level in the work environment is usually moderate.

**JOB STATUS:**

- 1) FLSA Classification: This position is exempt according to guidelines of the Fair Labor Standards Act and, as such, an individual in this position is not eligible to receive overtime pay.
- 2) Full- or Part-Time: This position is full-time in nature. An individual in this position will regularly work a schedule consisting of 40 hours per week.
- 3) Work Location: This position's primary work site is the PPHFH business office location in Colorado Springs, CO. The nature and responsibilities of this position are such that the position is not eligible for alternative worksite arrangements, such as working from home or telecommuting, on a consistent or recurring basis.
- 4) Schedule: For PPHFH, the usual business days are Monday through Friday, holidays excepted, and usual business hours are from 8:30 A.M. to 5:00 P.M. Mountain Time Zone. **This position, however, will require earlier and later work hours as well as work on a minimum of two weekends every month.** The nature and responsibilities of this position are such that the position is not eligible for flexible work scheduling, such as 4-day workweek or alternate start/end times, on a consistent or recurring basis.