



POSITION DESCRIPTION

<i>Title:</i> Faith in Action Program Manager	<i>Employment Status:</i> Full Time, At-Will
<i>Department:</i> Strategic Partnerships	<i>FLSA Status:</i> Non-Exempt
<i>Reports to:</i> Chief Strategy Officer	<i>Supervises:</i> Interns & Volunteers

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:

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 PPHFH. The FIA Program consists of 1) The Apostles Build, bringing together volunteers from Christian churches across denominations, 2) The Interfaith Build for Unity, uniting volunteers from diverse faith traditions and belief systems, and 3) our global engagement through tithe and future Global Village trips. The FIAPM will support the formation of partnerships and relationships with houses of worship, some of which have longstanding relationships with PPHFH 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 annual Apostles and Interfaith Build for Unity Builds, 3) raising awareness (need for affordable housing and constraints), 4) global engagement, 5) financial support, and 6) prayer support.

The FIAPM also acts as the staff liaison to the various faith-related committees and subcommittees that support and help guide the direction of the FIA Program. These subcommittees currently include the Ad-Hoc Tithe Subcommittee, the Apostles Build Subcommittee, the FIA Committee, and Interfaith Build for Unity Subcommittee. 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, juggling 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 PPHFH
- Develop and implement regular **communication strategies** for the **FIA Program**
 - Draft and publish monthly FIA E-newsletters to all current constituents
- Explore the interest level of local faith organizations in potential **Global Village** projects, develop options for addressing their interest / needs, and implement programming
 - Develop marketing, recruitment, and implement strategies for Pikes Peak Habitat’s first and subsequent Global Village trips.

- Develop and apply ongoing fundraising strategies for faith communities involved with both the Apostles Build and Interfaith Build for Unity
- Develop annual strategic plan to enhance and expand the FIA Program
- Plan, organize, and execute various FIA Program events throughout the year including, but not limited to, quarterly events for each build, the annual Interfaith Dialogue in celebration of the United Nations' World Interfaith Harmony Week, kickoff events for both builds, and home dedications
- Provide staff leadership and administrative support to the Ad-Hoc Tithe Subcommittee, Apostles Build Subcommittee, FIA Committee and Interfaith Build for Unity Subcommittee.
- Maintain and strengthen Pikes Peak Habitat's relationship with our tithe partner countries around the world. Develop and implement regular relationship building strategies with current tithe partner countries and periodically work with the Ad-Hoc Tithe Committee to reassess international partners.
- Strengthen and maintain relationships with national faith partners including, but not limited to, Habitat for Humanity International, Interfaith America, and Team Up.

KNOWLEDGE, SKILLS, ABILITIES:

- Excellent written and oral communication skills including being an articulate speaker who is comfortable with public speaking engagements at faith organizations and in other settings
- Excellent interpersonal skills to establish, build, and maintain effective working relationships with individuals from diverse faith traditions/belief systems, colleagues, international Habitat partners, 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 supervise interns, volunteers, and committee members as needed
- Ability to maintain a high level of confidentiality
- Perform 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)
- Experience with formulating budgets and tracking program finances
- Basic audio/visual media experience (photography, video editing, etc.)
- Experience planning community-wide events
- Familiarity with the local faith community and religious organizations in El Paso County
- 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)
- Experience working cross-culturally or with individuals of diverse backgrounds/beliefs/life experiences

Required:

- Reliable transportation, a valid driver's license, current auto insurance and a good driving record
- Proficiency 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 policies and ethical guidelines of PPHFH, the Association of Fundraising Professionals and the Donor Bill of Rights
 - Accountable to the Chief Strategy Officer
 - And perform other projects and tasks as may be assigned

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:

The work environmental 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 non-exempt according to guidelines of the Fair Labor Standards Act and, as such, an individual in this position is 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: The nature and responsibilities of this position are such that the position is designated as a remote-friendly position, such as occasionally working from home or telecommuting; however, the prime work location is the PPHFH business office.
- 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 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.

EQUAL EMPLOYMENT OPPORTUNITY:

Our commitment to Equity, Diversity, and Inclusion in the Workplace: Pikes Peak Habitat for Humanity is an equal opportunity employer. Candidates from diverse backgrounds are encouraged to apply and are considered for employment on merit alone without regard to race (including characteristics associated with race such as hair texture, hair type, and protective hairstyles), color, religion, sex, sexual orientation, gender identity, transgender status, national origin, disability, pregnancy, age (40 or older), genetic information (including family medical history), marital status, military status, lawful conduct outside of work, membership or non-membership in a labor organization, or status in any other group protected by federal, state or local law.

COMPENSATION AND BENEFITS:

- The hiring range for this position is projected to \$26.45 - \$28.85 depending on experience.
- All full-time Pikes Peak Habitat for Humanity employees are eligible for the following employee benefits:
 - Medical / Life / Dental / Vision insurance
 - 401(k) retirement program with employer match up to 4%
 - Accrued vacation and sick hours
 - Paid holidays

APPLICATION TIMELINE & INSTRUCTIONS:

- Position will remain open until filled
- Apply on our website at pikespeakhabitat.org/employment
- Upload C.V./Resume
- Upload cover letter explaining how you meet/exceed the position's preferred levels of education and experience contained within this job description
- **NO PHONE CALLS, EMAILS OR PERSONAL INQUIRIES**

ABOUT PIKES PEAK HABITAT FOR HUMANITY:

Habitat for Humanity, founded in 1976, is a global, Christian-based nonprofit organization that grew out of an intentionally multi-racial community in rural Georgia. Locally, Pikes Peak Habitat for Humanity was established in 1986. Seeking to put God's love into action, Pikes Peak Habitat brings together people of all faiths and people of no faith to build homes, communities, and hope. Working alongside each other, we help families and individuals build and improve places to call home and achieve the strength, stability, and self-reliance they need to build better lives for themselves. Pikes Peak Habitat seeks individuals who have a willingness to affirm these principles and values.

At Pikes Peak Habitat for Humanity, we embrace a history rooted in creating equity and take our mission seriously by courageously committing to a culture and workplace where all staff feel safe, welcome, visible, respected, supported, and valued. As an equal opportunity employer, we realize that our success depends upon building an inclusive workforce of diverse perspectives and encourage people of varied races (which is inclusive of traits historically associated with race, including, but not limited to, protective hairstyles and hair texture), ethnicities, national origins, tribes, religions, ages, gender identities and expressions, genders, sexual orientations, marital statuses, disabilities, veteran/reserve national guard statuses, socio-economic statuses, thinking and communication styles to work with us.

We also require that all staff take seriously their ethical responsibilities to safeguarding our intended beneficiaries, their communities (especially children), and all those with whom we work. In line with the prevention of sexual exploitation and abuse, all staff must pass a thorough background screening and will be held accountable for upholding our policies around ethical behavior, including safeguarding and whistleblowing.