



## RESOURCE DEVELOPMENT VISTA

**Overview:** Habitat for Humanity Chicago is a nonprofit affordable homeownership organization that partners with families and neighborhood residents to build homes and revitalize communities in Chicago with a primary focus on the Southside.

**Position Summary:** The Resource Development VISTA will work alongside our development team as they research, develop and implement programs & projects that allow us to further diversify our funding sources. They will be highly focused on communications – supporting our Development Manager in the work of telling the story of Habitat Chicago and stewarding our donors and volunteers.

**Who Should Apply:** You are a detail oriented, talented communicator who understands the importance of organization and systems creation. You have a curious, organized mind and are energized by a job well done!

### **Key Responsibility: Communications (55%)**

- Working alongside Development Manager and the rest of the communications team, create and update marketing materials and tools and templates used to create them. This may include one-pagers explaining different programs or opportunities, content for website pages or fundraising pages, family storytelling profiles, etc.
- Serve on the affiliate's Communications and Stewardship Project Team, creating communication projects aimed at current and potential corporate partners (social media, newsletter, content development, etc.), with a focus on process and templates for customized stewardship plans for each corporate group.

### **Key Responsibility: Event Logistics and Support (25%)**

- Contribute to organization events, helping as necessary with set up/take down, management, networking, various tasks, etc.
- Alongside Development Manager & Project Support Coordinator, update and maintain systems for managing event logistics for all major Habitat Chicago events

### **Key Responsibility: Major gift & grant support (10%)**

- Contribute to the storytelling and data gathering process for our major gift pitches and grant applications
- Help to ensure that storytelling is in line with our overall communications strategies and our current program offerings

### **Key Responsibility: Leadership and Teamwork (10%)**

As a key Development Team member, contribute to our organizational health through enthusiastic collaboration, leadership and personal integrity.

- Maintain a "team first" outlook, supporting the success of the team and the mission in attitude, ideas, and actions; lead by example and with active, creative input for growing and improving the organization.
- Engage with all members of team, program participants, and core volunteers.



## RESOURCE DEVELOPMENT VISTA

### Qualifications

#### *Required Knowledge, Skills & Abilities*

- Advanced communication abilities for varied situations (e.g. public speaking, coaching, listening, interpreting, advocating, negotiating, etc.)
- Strong project management, program development, goal management and record-keeping skills
- Organization, attention to detail, ability to work independently with minimum supervision
- Patience, understanding, and flexibility
- Confidentiality with sensitive information
- High level of computer literacy, including competence with Microsoft Office and familiarity with Constituent Relationship Management databases (Salesforce preferred)

#### *Education and Experience*

- G.E.D. equivalent or high school diploma required

### Successful Habitat team members share the following characteristics:

- **Trust:** You invest in your fellow team members and you do what you say you will do. You thrive on constructive feedback and have a high level of integrity.
- **Commitment:** You have a “go above and beyond” attitude; nobody here works just for a paycheck.
- **Engagement:** You embrace bringing people to the Habitat mission.
- **Innovation:** You are a creative problem solver who works across teams.
- **Curiosity:** You express curiosity and reserve judgment.
- **Achievement:** You love results and hate excuses. You will help Habitat Chicago grow to be a leading organization.

### Position Details

**Reports To:** Development Manager

**Supervises:** N/A

**Hours:** Full-time. Typical office hours are 8am-4pm. Some weekend and evening work is required, depending on program and event needs, and adjusting schedules as needed to balance hours is encouraged. Start September 2020, end September 2021 (365 day commitment)

**Environment:** The Habitat Chicago office is located at Cermak Rd. and Carpenter St. in Chicago. It is accessible by car or by public transit. This position will have a desk, computer, and phone line in an open office environment.

**Conditions:** Must be able to lift 25 pounds and work at a computer for long periods of time.

**Compensation:** AmeriCorps members will receive a monthly living stipend, health plan benefits, worker’s compensation, and loan deferral. Habitat Chicago provides an additional \$250 stipend for



## RESOURCE DEVELOPMENT VISTA

food and transportation in the form of a CTA pass, gas gift card or grocery gift card. Members receive an education award at the completion of their term of service.

**FLSA Status:** This position is exempt from the overtime provisions of the Fair Labor Standards Act (FLSA). It does not earn overtime or compensatory time for additional time worked.

**Training:** The position will begin with an onboarding period to become familiar with the organization's work and policies; s/he will be trained on the specifics of the role through a combination of in-person, online and written trainings and will be expected to take the initiative to review materials as needed and seek understanding of new developments in order to perform her/his responsibilities.

**To Apply:** Please submit a cover letter and resume to [Katie.clendenning@habitatchicago.org](mailto:Katie.clendenning@habitatchicago.org) with "AmerCorps Resource Development VISTA – Your Name" as the subject line by 8/15/2020. Only successful applicants will be contacted and interviews will take place on a rolling basis. No phone calls, please.

Habitat for Humanity Chicago is an equal opportunity employer. This organization does not discriminate in employment and personnel practices on the basis of race, sex, age, handicap, religion, national origin or any other basis prohibited by applicable law.