



## COMMUNITY PARTNERSHIPS MANAGER

**Overview:** Habitat for Humanity Chicago (Habitat Chicago) is a nonprofit organization that works to champion healthy neighborhoods by investing in resident priorities, supporting homeownership and building quality homes. We believe in a world where everyone has a decent place to live and we invite people of all backgrounds, races and religions to work towards this vision together in our two focus neighborhoods of West Pullman and Greater Grand Crossing.

**Position Summary:** The Community Partnerships Manager drives Habitat Chicago's integration into and service to multi-party community development efforts (coalitions) in key focus neighborhoods in Chicago. The manager uses their time to advance relationships as well as specific initiatives that will help realize healthier neighborhoods through coalition objectives.

**Who Should Apply:** You are a team-driven and talented communicator who understands the power of neighborhood through hands-on development experience. You have a curious, organized mind and are energized by connecting with people in the pursuit of short and long-term goals. You can work in the unknown, setting in place practices that help everyone around you be successful while striving to define parameters for the future.

**Context:** This is a new position with our organization; it will be a part of Habitat Chicago's programs team, which works to identify, develop and execute investments in promotion of neighborhood health in our focus areas.

The creation of this role is in response to a directional shift within our organization, through which we have prioritized planning and working within neighborhood coalitions as a means to more effectively foster neighborhood health than we could by working on our own. While we have strong relationships with several entities within our focus neighborhoods, we are in the very first steps of joining formal coalitions and aligning our work to their goals. Beyond merely joining coalitions, fundamental to this direction is becoming a genuine partner, giving sufficient time, attention, resources, and flexibility to their efforts so that we can realize collaborative successes.

The Community Partnerships Manager role, then, is primarily intended to help our team both integrate with and become worthwhile partners to coalitions in our focus neighborhoods. Two coalitions exist already: one encompassing West Pullman and one in Austin (emerging focus neighborhood). We will need to evaluate coalition potential in Greater Grand Crossing.

Additionally, this role is responsible for activities tightly associated with coalition success, but slightly beyond that scope alone. These are outlined in the key responsibilities below. This role will supervise a full-time Program Coordinator and will work closely with the Executive Director, Associate Director, and Peer Program Managers.

### **Key Responsibility I: Coalition Coordination and Development (70%)**

The manager is Habitat Chicago's key point of contact for established and emerging coalition efforts. In this responsibility area, the manager is generally expected to:

- Establish robust, genuine two-way relationships with existing and prospective coalition members and working groups; obtain a deep and broad understanding of neighborhood development conditions; represent Habitat Chicago accurately and comprehensively.
- Identify areas for potential alignment in existing or emerging coalition plans; coordinate relevant parties for project advancement; help define out-year programmatic investments and outputs based on project feasibility.

- Support Habitat Chicago program specialists and executives in coalition integration, project management, reporting, and communications.
- Be an available resource to coalition members in promotion of coalition goals, regardless of direct tie to Habitat Chicago activities (e.g. special projects, project management, research, communications, reporting, outreach, etc.).
- Encourage emerging coalition efforts through neighborhood-based leadership; recruit members as appropriate.
- Maintain thorough record keeping and proactive team communications.

### **Key Responsibility II: Networking and Representation (10%)**

Beyond the scope of coalition activities, the manager helps Habitat Chicago develop and maintain a solid reputation within focus neighborhoods and relevant sectors. In this responsibility area, the manager is generally expected to:

- Seek and attend community-based meetings, maintaining a pulse on community conversations, assets, directions, etc.; present Habitat Chicago work as appropriate.
- Seek and attend sector meetings and networking events with relevant team members, maintaining a pulse on key players, initiatives, decisions, opportunities for influence and partnership, etc.
- Maintain thorough record keeping and proactive team communications.

### **Key Responsibility III: Neighborhood Grants Initiative Oversight (15%)**

The manager ensures the continued success and expansion of Habitat Chicago's Neighborhood Grants Initiative. In this responsibility area, the manager is generally expected to:

- Supervise program coordinator in program execution and annual goal management.
- Ensure high programmatic standards through quality assurance checks on existing and developing practices, procedures, collateral, etc.
- Participate in grantee selection process.
- Collaborate with project team to make program direction decisions and plans, aligning to Habitat Chicago's strategic direction and anticipated budgets.

### **Key Responsibility IV: Teamwork and Communication (5%)**

As a key programs team member, the manager contributes to our organizational health through enthusiastic collaboration, leadership and personal integrity. In this responsibility area, the manager is generally expected to:

- 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.
- Participate in relevant community investment strategy decisions, helping to define neighborhood and program direction.
- Meet and endorse organization standards for record keeping and information sharing.
- Contribute to organization events, helping as necessary with set up/take down, management, networking, various tasks, etc.
- Engage with all members of team, program participants, and core volunteers.

### **Qualifications**

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

- Advanced communication abilities for varied situations (e.g. public speaking, coaching, listening, advocating, negotiating, reporting, etc.)

- Interpersonal and cultural competency skills facilitating collaboration and positive relationships with a wide spectrum of people
- Familiarity with and proponent of asset-based community development principles
- Ability to accurately interpret information gathered from a large volume of sources, addressing personal or source bias or other influencing factors in the analysis
- Strong project management, goal management, and record-keeping skills
- Organization, attention to detail, ability to work independently with minimum supervision
- Positive, optimistic outlook fostering “can-do” attitudes
- Patience, understanding, flexibility, and ability to operate in the gray and adapt to shifting priorities
- High level of computer literacy, including competence with Microsoft Office

### *Preferred Knowledge, Skills & Abilities*

- Familiarity with neighborhood and community development landscape in Chicago, including City departments and programs
- Understanding of challenges facing populations with low incomes
- Understanding of the Habitat for Humanity mission and operations
- Familiarity with project management tools and constituent relationship management platforms (Salesforce preferred)

### *Education and Experience*

- At least four years of community development (or other relevant) experience in a professional setting
- At least two years of management/supervisory experience
- Bachelor's degree or equivalent combination of education and experience

### **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:** Associate Director, Programs.

**Supervises:** Directly: 1 FT Employee.

**Hours:** Full-time. Official office hours are M-F 8am-4pm, however team members work schedules that fit their role best. This role is expected to have frequent evening responsibilities (0-2 times a week) and occasional weekend obligations. We encourage team members to balance hours as needed.

**Environment:** Office-based employees may work remotely and/or in the office. 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, work at a computer for long periods of time and walk or stand for extended periods in varied temperatures.



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**Compensation:** Salaried; \$60,000-\$65,000 depending on experience. 30+ vacation/sick/personal days per year. 90% employer paid health insurance; access to dental, life and 401k (3% match) plans.

**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. Additionally, the successful candidate may be asked to attend training and certification programs as identified.

**To Apply:** Please submit a cover letter and resume to [helen.quach@habitatchicago.org](mailto:helen.quach@habitatchicago.org) with "Community Partnerships Manager – Your Name" in the subject line by 2/18/2022. Only successful applicants will be contacted and interviews will take place on a rolling basis. No phone calls, please.

*Habitat for Humanity Chicago values a diverse and inclusive workplace and strongly encourages women, people of color, LGBTQ individuals, people with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply.*

*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, sexual orientation, gender identity, age, handicap, religion, national origin or any other basis prohibited by applicable law.*