



Job Title: Community Relations Manager

Department: Development

Reports To: Assistant Director

FLSA Status: Exempt

Manages: None

Work Schedule: Fulltime, Monday through Friday

Starting Pay Range: \$45,000-55,000 annually, dependent upon experience

Deadline: Open until filled

Summary: The Community Relations Manager supports building awareness of, and resource development for, the affiliate through implementation of communications and engagement with the community. This position manages all aspects of the communications plan, including social media, electronic communication, the website, and marketing for the affiliate.

This role holds a key role in awareness of the affiliate in the community and fundraising success for the organization. The Community Relations Manager ensures that stakeholders receive regular communications through a variety of channels, including in-person meetings and presentations. The position shares updates from the affiliate, advocacy of affordable housing, and opportunities for involvement, including volunteering and donating. This position collaborates with all aspects of the organization, including the construction team and ReStore. The position is responsible for creating marketing materials, including videos and graphic designs.

Qualified candidates should demonstrate excellent organizational skills, attention to detail, the ability to work independently successfully, and strong initiative. Strong communication skills, the ability to develop and cultivate strong relationships, and the ability to work with graphic design, photography, and video editing software are crucial for this position.

The Community Relations Manager will develop dynamic content for the organization and serve as the project manager for regular communications initiatives. The position will also build and maintain working relationships with existing and new partners in the community. Candidates should feel comfortable creating presentations and speaking with organizations, service clubs, and faith groups.

PHYSICAL REQUIREMENTS

Requires prolonged sitting, some bending, stooping, and stretching. Requires ability to work with computers and advanced computer software. Requires public contact and the ability to engage with groups, as well as the ability to travel to meetings and construction sites.

Essential Duties and Responsibilities (Other duties may be assigned):

- Manage all communications and marketing for Flatirons Habitat for Humanity
 - Updates to social media and website
 - Electronic mailings and newsletters

- Strategic use of advertising
- Writing press releases and coordination with media
- Engage with organizations, businesses, faith groups, and other community stakeholders
 - Develop strong relationships with organizations
 - Lead collaborations with Broomfield Housing Opportunity Coalition, University of Colorado campus chapter, and other initiatives
 - Regularly present on Flatirons Habitat for Humanity updates
 - Network within the community
- Fund Development
 - Project manager for end of year giving campaign and Colorado Gives Day
 - Share sponsorship opportunities with groups and donation opportunities with individuals

Skills and Experience:

- Skills
 - Communications and marketing knowledge
 - Proficient in use of all social media platforms
 - Ability to work with Adobe Suite software and video editing software
 - Competent at speaking to groups and in interpersonal interactions
 - Ability to meet tight deadlines
 - Ability to work with people from a variety of backgrounds
- Experience
 - 1-2 years experience with communications, social media, and websites
 - 1-2 years experience of public speaking or community engagement
- Licenses
 - Driver's license

If you feel you are qualified and wish to apply for this position:

1. Submit a cover letter and resume to the attention of Laurie Staniforth, **via email at LStaniforth@flatironshabitat.org**. Flatirons Habitat for Humanity is an equal opportunity employer. Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability or veteran status.