

We believe that, everyone deserves a decent place to live. Habitat for Humanity partners with people in our community, and all over the world, to help build or improve a place to call home. Habitat offers individuals in the community the ability to achieve the strength, stability and independence they need to build a better life for themselves and for their families. **We respect** and appreciate the diversity of our employees, our partner families and homeowners and the communities we serve. **We are driven** to serve as a voice for people in need of decent housing by working to change laws and shape policies that affect access to housing. **We challenge** ourselves and our volunteers to build homes, communities, and hope. **We champion** our employee strengths, guide their development, and invest in their long-term success. **We hire** optimistic, results-oriented, curious, innovative, and adaptable people with the desire to help our families and one another succeed.

Habitat for Humanity of Summit County was organized as an affiliate of Habitat for Humanity International in 1986. We have been building homes for families in Summit County for over 30 years. To date we have built over 200 homes and housed more than 300 adults and 500 children.

Culture Statement: At Habitat for Humanity of Summit County, our hardworking team members always display the highest level of respect, integrity and dedication. Our competent, reliable and friendly staff ensure the success of our affiliate.

Southern Summit County Neighborhood Network (NN) Manager

Position Purpose:

The NN Manager will utilize an Asset-Based Community Development approach to improve the quality of life for current and future residents of southern Summit County. Through listening, leadership development and advocacy, the NN Manager will work with southern Summit County stakeholders on strategies for neighborhood revitalization that contribute to more livable communities where families can live, work and play. This position will cultivate partnerships with residents, neighborhood associations, businesses, churches, non-profits, foundations and governmental entities to implement equitable revitalization strategies.

Role Focus:

- Focuses on transforming neighborhoods that lack community vitality into neighborhoods of choice by partnering directly with neighbors (neighbors are defined as anyone that has a connection to the neighborhood – homeowners, tenants, business owners, etc.) in focus neighborhood(s) in southern Summit County
- Work with the VP & Chief Program Officer and the other NN Managers to identify funding mechanisms for development, rehabilitation, critical home repair, and neighbor empowerment/leadership training and education
- Participates in the accomplishment of organizational, departmental and workgroup goals and objectives
- Develop strategies, programs, practices and policies that will lead to the improvement of the quality of life in focus neighborhood(s) in southern Summit County based on neighborhood input, and with knowledge of and incorporation of any existing neighborhood plans, best practices, community needs assessments, etc. as guides. A comprehensive – but not exhaustive – list of possible strategies, programs, practices and policies that an NN Manager could expect to develop, plan and implement can be found in the “Neighborhood Network Sustainability & Expansion Toolkit”, attached.
- Develop, implement and maintain records, reports and deliverables to be shared internally and externally to support the previous bullet. Examples include: neighborhood plans, social media posts, communication materials, attendance tracking, grant writing and reports
- Maintain personal contact with neighborhood stakeholders and make public presentations
- Recommend and advocates for policies, ordinances and regulations that will support sustainable housing and further the revitalization of low-income areas in focus neighborhood(s) in southern Summit County
- Assist other NN Managers and VP & Chief Program Officer with programming in other regions (outside of southern Summit County) as capacity, staffing and funding require.

What will YOU Build?



What you need:

- Work requires broad knowledge in a general professional or technical field including community organizing and coalition building; single family and multi-family housing development principles, practices and techniques; laws, ordinances, regulations and policies of various government agencies as they affect housing development and revitalization efforts; data research and analysis; revitalization strategy development, implementation, and evaluation
- A Bachelor's degree in public, business or education administration, sociology/psychology, urban planning or a closely related field; or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities
- One to three years professional level experience in housing development, revitalization or community development, city government, grant writing, education, or a closely related field

Preferred, but not required:

- One of the following professional certifications: NeighborWorks Community and Neighborhood Revitalization Certification or Affordable Housing Funding and Finance Certification (or equivalent from a state organization)
- Grant writing and reporting experience
- Live in the region you will be working in

Additional Requirements:

- Work requires the ability to perform general math calculations and the ability to write elaborate plans, policies, reports, and minutes of public meetings
- Planning responsibilities include planning/implementing projects and programs to enhance the revitalization effort.
- Conducts research to justify language used in documents for a department unit and may recommend budget allocations
- Work requires the occasional direction of volunteers (loyal volunteers), assistants, seasonal employees, interns, temporary employees, community members/residents, partner families (homeownership) and critical home repairs families
- Group facilitation and public speaking skills are essential to engage in public community meetings
- Genuine commitment and sensitivity to residents and community issues as well as working with a diverse group of people and respect for economic and cultural diversity
- Knowledge of Microsoft Office Suite and office equipment
- Highly motivated and independent, yet team-oriented
- Commitment to a safe, secure and friendly work environment. Oversee a safe, secure and efficient work environment at all work sites
- Ability to handle and defuse challenging situations with tact

Hiring Requirements:

- Valid In-State Driver's License
- Ability to successfully pass a drug screen and background check

What will *YOU* Build?



You demonstrate these behaviors:

- Strong interpersonal and communication skills with other departments, sponsors/donors, volunteers, and community members/residents
- Ability to effectively represent Habitat for Humanity to the public
- Commitment to the Habitat mission, values and ethics; Neighborhood Network's (a program of Habitat for Humanity of Summit County) Mission and Asset-Based Community Development Values; and the Habitat for Humanity International Quality of Life Framework
- Consistently and professionally interact with individuals from varied background
- Ability to create, adjust and maintain working calendars and schedules
- Possess strong problem solving skills and the ability to multi-task
- Daily work travel essential
- Proficient with computers and software

What you'll get:

- Paid Time Off
- Simple IRA, with up to a 3% match
- Medical, Dental and Vision Insurance (100% coverage for full time employees and options to purchase for spouse or families) and Short Term Disability coverage
- Cell phone and mileage reimbursement
- Up to 12 paid holidays per year
- Potential mid-year and yearly bonus and % raise based of biannual performance objectives
- \$15,000 life insurance policy paid 100% by affiliate
- Flexible work schedule, ability to partially work remote at the discretion of your supervisor
- \$17-\$19/hour based on experience

What will YOU Build?