



## Job Opening: Affiliate Support Manager

Organization Description: Seeking to put God's love into action, Habitat for Humanity brings people together to build homes, communities and hope. Habitat for Humanity of Oregon (HFHO) provides fundraising, training, disaster preparedness and advocacy support to all 29 Habitat affiliates—the dedicated staff and volunteers providing affordable homeownership and repair opportunities across our state.

Position Description: The Affiliate Support Manager will join a highly functioning and capable team to design training opportunities and identify the technical assistance needed to grow the capacity of Oregon Habitat for Humanity affiliates. Duties include planning the biennial affiliate conference, identifying the focus area for the annual fall training; coordinating networking groups three times per year in each of six program areas; and providing day-to-day support for affiliate needs. This key team member is responsible for tracking affiliate outputs and outcomes to assist with grant writing and management, and community partnerships.

### Responsibilities and Duties:

- Serve as the primary liaison to the Affiliate Support Committee, seeking their guidance and advice to help strengthen the training and support provided to affiliates
- Coordinate affiliate networking opportunities three times per year in each of six professional areas
- Provide day-to-day affiliate support as questions and opportunities arise. Direct affiliates to other available support resources as appropriate
- Lead ongoing discussions of potential new programs to support affiliates
- Continually solicit feedback on current HFHO programs to improve their usefulness
- Serve as a clearinghouse for fund development opportunities available to affiliates
- Outreach to affiliates to obtain needed information and documentation for programs, advocacy efforts and marketing materials. Compile annual statistics and contribute to analysis of statewide Habitat for Humanity trends
- Participate in grant writing and case development for affiliate support program funding. Ensure complete and timely reporting from affiliates for HFHO administered grants
- Keep Executive Director updated on changes in affiliates leadership, celebrations, potential problems, etc.
- Prioritize affiliate requests for support and/or training. Develop a plan to meet these requests
- Provide direct support to affiliates undergoing leadership transitions
- Help to match affiliate on-site consultation needs with available service providers
- Coordinate planning and implementation of the biennial affiliate conference:
  - Solicit corporate and foundation sponsorships needed to underwrite the event
  - Lead the multi-state conference planning team
  - Compile topics of interest for the conference from affiliates
  - Research and engage presenters
  - Develop the conference schedule
  - Coordinate the production of all necessary conference materials
  - Create and manage the conference budget

- Research available sites - meeting rooms, hotels, food and associated budgets
- Work with the Communications Manager to develop registration materials and coordinate even logistics
- Work with the Communications Manager to ensure that website content is up-to-date and useful for affiliates
- Coordinate training calls on topics of interest to affiliates
- Lead the organization's efforts to establish disaster preparedness plans among affiliates
- Coordinate annual updates of the HFHO Disaster Preparedness plan
- Assist with dissemination of advocacy information and marketing materials
- Develop and manage the budget for the affiliate support program
- Provide leadership in the Executive Director's absence
- Other duties as assigned by the Executive Director

Reports to: Executive Director

Status: Full-time, Exempt

Location: North Portland

Rate of Pay: \$45,000 - \$48,000 per year, depending on experience

Benefits: Employer-provided medical and vision coverage; dental coverage available through a cafeteria plan; generous vacation and sick leave; paid holidays

Qualifications:

1. At least four years of experience working in a related field
2. Excellent written, verbal and interpersonal skills
3. Excellent organizational skills; ability to multitask required
4. A strong desire to serve and represent the organization at all levels
5. Willingness to travel and work extended hours in support of HFHO activities and events
6. Creativity, high degree of reliability, self-motivation and ability to work independently or as part of a team
7. Proficiency in Microsoft Word, Excel, Constant Contact; familiarity with *DonorPerfect* or similar database systems and *Word Press* preferred
8. Valid Oregon Driver's License
9. Ability to lift up to 20 lbs.

To Apply: Please send a cover letter and resume to Shannon Vilhauer, Executive Director: [shannon@habitatoregon.org](mailto:shannon@habitatoregon.org), Fax # (503) 206-7456 or P.O. Box 11452, Portland, OR 97211. This position will remain open until filled.