

## **HABITAT FOR HUMANITY OF COASTAL FAIRFIELD COUNTY**

**Position: Communications Manager**

**Reports to:** Director of Development

### **The Organization:**

Habitat for Humanity of Coastal Fairfield County (Habitat CFC) seeks to build community and improve lives by partnering with low-income families, community volunteers and donors to build decent and affordable homes in stable and welcoming neighborhoods. Habitat CFC has a proud thirty-seven year history and well-earned reputation for success throughout the region. We are a developer with a commitment to “green” construction, a family service agency, non-profit financial institution, community advocate and provider of over 8,000 volunteer opportunities each year. Habitat CFC transforms abandoned properties into homes for tax-paying, contributing community members. Since 1985, Habitat CFC has dedicated 277 homes and has helped more than 1,100 family members in Fairfield County. Our success rate is well over 95%. Our ReStore, located in Stratford, accepts donations of furniture, appliances and building materials, and then resells them. The proceeds from the ReStore help the organization build more affordable housing in Coastal Fairfield County.

### **Summary of the Position:**

The Communications Manager plays an important role in the Development Department managing communications for Habitat CFC and the organization’s ReStore.

Under the direction of the Director of Development, design and create written content for monthly e-newsletters, family bios, annual report, collateral materials, fundraising campaigns, event promotional materials and signage to maintain a clear and consistent image and message. Manage deadlines and production of materials. Maintain a communications calendar of mailings, event materials, social media posts and press opportunities.

Work with the ReStore Manager on ReStore marketing. Design and create written content for ReStore marketing materials and in-store signage to increase ReStore sales and donations.

Execute time-sensitive daily posts on social media sites of both Habitat CFC and ReStore. Take photographs/video of volunteer build days, dedication ceremonies, events and other photo opportunities to post on social media and websites.

Manage Habitat CFC and ReStore websites including updating design and written content through WordPress. Create e-banners, ads, videos and other content. Troubleshoot/solve technology issues related to the websites. Manage technology platforms such as Constant Contact, GiveGab and GiveSmart.

Manage public relations and media initiatives to raise Habitat CFC’s profile and reputation throughout the community. Act as Habitat CFC’s primary media/PR contact for the press and work with press on stories. Create and manage the distribution of media alerts and press releases. Maintain an up-to-date media contact list. Monitor Habitat CFC’s reputation in the media.

Take on additional projects as assigned by the Director of Development.

### **Qualifications/Skills:**

- BA/BS and related work experience.
- Commitment to Habitat for Humanity’s mission and programs.
- Works effectively both individually and in a team environment.

- Excellent writing and creative graphic design skills.
- Strong computer skills including Microsoft Office, Adobe CS6 or newer version (Photoshop, InDesign, Illustrator). Graphic Design work is a large component of the job, experience with InDesign is required.
- Experience managing an organization's social media platforms (Facebook, Twitter, Instagram, etc.), Constant Contact and WordPress. Video production and editing experience or desire to learn it.
- The candidate should be detail-orientated and be able to multi-task. Outstanding organizational skills and follow-through with the ability to manage projects and meet deadlines.
- Ability to work occasional nights and weekends is required.
- Have a reliable means of transportation for travel between the headquarters, the ReStore (1.4 miles away), and sites (varies).

### **Physical Requirements and Work Environment**

- Ability to walk for extended periods of time.
- May work at a desk or computer periodically for an extended period of time

**Type:** Non-exempt, Full-time

**Salary:** \$50,000 to \$55,000 annually

**Interested candidates please send your resume and a detailed cover letter describing qualifications to:**

**Kristen Alvanson, Director of Development**  
**Habitat for Humanity of Coastal Fairfield County**  
**[kalvanson@habitatcfc.org](mailto:kalvanson@habitatcfc.org)**

The above information on this description has been designed to indicate the general nature and level of work performed by managers within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of associates assigned to this job.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Applicants must be currently authorized to work in the United States.

Habitat CFC is proud to be an Equal Opportunity and Affirmative Action employer, and considers qualified applicants without regard to race, color, creed, religion, ancestry, national origin, sex, sexual orientation, gender identity, age, disability, veteran status or any other protected factor under federal, state or local law.