



# Habitat for Humanity of Greater Memphis

**Position:** Volunteer Engagement Manager  
Full time | Memphis, TN

**Salary Range:** Starting at \$45,000

The Volunteer Engagement Manager will have primary responsibility for the development, management and cultivation of the Habitat for Humanity of Greater Memphis' and Memphis Habitat ReStore volunteer programs, including systems and processes, scheduling, relationship management, recruitment and recognition.

## Roles & Responsibilities

- Manages the volunteer registration process/system to ensure the best user experience and accurate data collection
- Develops and manages the volunteer recognition program
- Develops and manages all volunteer orientation processes for the Habitat ReStore
- Speaks to current and potential volunteer groups at Habitat projects, the ReStore and outside events to promote the mission of Habitat and engage and cultivate volunteers
- Works alongside Donor Relations manager to cultivate sponsor relationships and ensure a superior volunteer experience
- Flexible and willing to perform other duties as assigned

## Qualifications/Work Experience

- Bachelor's Degree in related field with 3 years of experience highly preferred, or 5 years of fundraising and nonprofit sector experience
- Experience with Excel, Google Sheets, MS Office, and Salesforce, other CRM, or volunteer management software

## Required Skills/Abilities

- Good verbal and written communication skills.
- Excellent analytical abilities that can be applied in aligning the organization's objectives with available funding opportunities.
- Excellent organizational skills and attention to detail.
- Strong leadership skills with ability to motivate and encourage others.

## Position Type and Expected Hours of Work

This is a full-time position. Days and hours of work are Monday through Friday, based on the needs of the business. Evening and weekend work may be required as job duties demand.

## How to Apply

Applicants should send a resume and cover letter outlining how they meet the specific requirements of the position to [habitat@memphishabitat.com](mailto:habitat@memphishabitat.com). Make sure to include the position title in the subject line of the email. No Phone calls *please*. While we sincerely appreciate all applications, only those candidates selected for interview will be contacted. Please note the selected candidate will be required to meet employment verification requirements, pass pre-employment screenings, background checks, and sex offender registry checks.

## About Habitat for Humanity of Greater Memphis

Habitat for Humanity's vision is a world where everyone has a decent place to live, and since 1983, Habitat for Humanity of Greater Memphis has been working to realize that vision in Shelby County. Memphis Habitat partners with people in our community to help them build or improve places they can call home through new home construction, rehabilitation work and Aging in Place home modifications for seniors. Our employees enjoy a relaxed work environment and a real opportunity to make a difference in our community.



*Habitat for Humanity is pledged to the letter and spirit of the U.S. policy for the achievement of equal housing opportunity throughout the nation. We encourage and support an affirmative advertising and marketing program in which there are no barriers to obtaining housing because of race, color, religion, sex, handicap, familial status, or national origin. Habitat for Humanity is an equal opportunity employer*