

ASHEVILLE AREA HABITAT FOR HUMANITY
Community Engagement Committee
Job Description – Fund Development

JOB SUMMARY

Reporting to the Fund Development Department, primarily to the Stewardship and Sponsorship Coordinator, and as a member of the Community Engagement Committee, Fund Development Volunteers are articulate, outgoing individuals with the ability to inspire others. Volunteers will help educate the community and help Fund Development by participating in speaking engagements, attending events and speaking engagements as requested, making presentations to interested groups, tabling at events, and distributing information/collateral materials throughout the community.

ESSENTIAL FUNCTIONS

1. Be available (often on weekday evenings and weekends) to participate in outreach/tabling/tradeshaw events. Total time commitment varies with the giving season and the work will be distributed between staff and the pool of volunteers.
2. Be well versed about Asheville Area Habitat and its programs and services.
3. Be proactive about staying informed about the affiliate's work by subscribing to the affiliate e-newsletter and social media.
4. Be comfortable directing questions to a staff member if you are unsure of the answer.
5. Be comfortable speaking and interacting with a diversity of faith communities and faith traditions.
6. Be willing to deliver collateral and post flyers throughout the community.
7. Assist in identifying opportunities to share the Habitat story.
8. Attend committee meetings for training/program updates as needed.

QUALIFICATIONS

Volunteer candidates must have at least 1 of the following:

- Formal education or work experience in non-profit development.
- Volunteer experience in working with low-income households, community development, health, housing, legal or family services.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

This job operates primarily in and around the community in partnership with other low-income and/or housing organizations.

Regularly works in outside conditions that can include inclement weather, heat and humidity, high noise levels and navigating rough terrain.

Must be able to lift 10 lbs. of collateral and tabling materials.

Must be able to travel to meetings and events and communicate appropriately with stakeholders.

Some evening and weekend hours required.