



Director of Community Partnerships & Outreach

The Director of Community Partnerships & Outreach (DCPO) reports to the Executive Director. He/she will be charged with supporting Operation Home's mission in the areas of: Community Partnerships, Volunteer Management and Family Services. The DCPO will be an essential part of a four- person team responsible for executing Operation Home's mission of helping more than 600 families annually remain in their homes.

ESSENTIAL FUNCTIONS:

Community Partnerships

- Maintain current network of Community Partners in the Affordable Housing and Community Development arenas; including nonprofit organizations, health care partners, educators, local government, and elected officials
- Represent Operation Home at community events; identify areas to create awareness, including community meetings/events, social organizations, etc.
- Identify opportunities to expand current partnerships including building new relationships and organizing informational meetings throughout the Tricounty

Volunteer Management/Engagement

- Manage the Operation Home Volunteer Program including scheduling volunteer events and communicating with partners
- Identify new volunteer partners
- Identify volunteer opportunities within the organization

Family Services

- Manage the family intake process including assisting families with the application process and providing clear and timely communication with all families
- Maintain all documentation associated with each family and compile annual report highlighting data collected
- Maintain current outreach initiatives and identify new methods of family outreach and engagement
- Engage community partners to expand Operation Home's mission throughout the Tricounty

Additional Functions

- Support Fundraising Initiatives

3973 Rivers Avenue., Suite 104, North Charleston, SC 29405
www.operationhome.org
phone: 843-212-8935 • fax: 843-408-4567

- Support event planning and execution
- Contribute to Social Media Campaigns

KNOWLEDGE, SKILLS, and ABILITIES

- Commitment to OH's mission and core values
- Experience working with volunteers
- Experience with and knowledge of local and regional affordable housing stakeholders and community partners
- Ability to cultivate relationships with a diverse groups of stakeholders
- Experience in data collection, analytics and reporting
- Excellent leadership, management, writing and communication skills
- Self-motivated and able to work independently to achieve a common goal
- Exceptional organizational skills and attention to detail
- Ability to work well under deadlines and to juggle multiple priorities simultaneously
- Excellent interpersonal and communication skills, both written and verbal
- Ability to work a flexible schedule, including some evenings and weekends
- Proficiency in Microsoft Office and social media applications
- Bachelor's Degree required; advanced degree or certification preferred
- 3-5 years of nonprofit experience; experience in Affordable Housing and/or Community Development preferred

Please submit cover letter and resume to miriam@operationhome.org