

JOB DESCRIPTION

JOB TITLE: PROJECT DEVELOPER

REPORTS TO: DIRECTOR OF COMMUNITY DEVELOPMENT

JOB TYPE: NON-EXEMPT

DEPARTMENT: COMMUNITY DEVELOPMENT

MAIN DUTIES/RESPONSIBILITIES:

The Project Developer works closely with the Director of Community Development and is responsible for expanding and maintaining community relationships through outreach, relationship management and community outcomes evaluation as part of the “Learning Cohort and Neighborhood Partnership Program. In addition the Project Developer will be assigned special projects as needed.

OUR MISSION... AND HOW YOU FIT INTO IT

Creating a more compassionate and just world, Habitat for Humanity Tucson brings people together to build homes, communities, and hope. Your work will reflect the integration of the following:

KEY RESPONSIBILITIES

- Project Planning and Implementation
- Project Budgeting, Record Keeping and Reporting
- Develop strategic and project-based planning
- Research
- Outreach
- Correspondence
- Presentations
- Meeting Materials & Logistics

YOU ARE:

Education and Experience:

Bachelors’s Degree in appropriate field or Bachelor’s degree with accepted experience

Minimum 2 years’ relevant experience in a non-profit.

Experience in community data collection, entry and analysis

Program development experience is required

Experience with Microsoft Office. Knowledge of Photoshop, Publisher and Raiser’s Edge a plus

Community Organizing Skills are a plus

Talents we need:

Ability to maintain confidentiality
Excellent written, oral and listening skills
Strong organizational skills with ability to focus on priorities and attention to detail
Willingness to work independently but also a willing team member with strong interpersonal skills
A commitment to creating an inclusive atmosphere where differences are understood, valued and respected; an understanding and appreciation of the diversity found within Pima and Santa Cruz Counties including the ability to work with individuals regardless of race, color, gender, sexual identity, age, religion, marital status, disability, national origin and military status.

OTHER NECESSITIES:

Languages: Fluency in a second language, Spanish is required.
Travel: 10% travel within Tucson. This includes visiting neighborhoods and local job sites.
Overnight Stays: Occasional travel to conferences and meetings.
License: Valid Arizona driver's license and clean driving record.
Working hours: The position is regarded as full time (32-40 hours a week). Work is usually performed between 8am and 5pm Monday through Friday. Additional hours will be required to perform the job.