

AmeriCorps Site:

Housing Development Alliance, Inc.

2871 N Main St, Hazard, KY 41701

\$20,100 living allowance for 1 year of service + \$7,395 Education Award - Temporary, Full-time

Full job description:

Direct Service Member – Donor & Volunteer Relations Coordinator (Development & Communications Department)

Come work with us in East Kentucky to bring affordable housing and flood recovery to low-income households in need! Not only do you get to play an integral role in helping those most in need but you get to build your resume and experience at the same time.

The **Housing Development Alliance (HDA)**, located in Hazard, KY, is a nonprofit affordable housing developer and is leading affordable housing efforts and disaster recovery in the four Appalachian Kentucky counties it serves: Breathitt, Knott, Leslie, and Perry. Since 1993, HDA has built nearly 380 homes, made over 1,000 affordable home repairs, developed 43 affordable rental units, and has served nearly 3,000 low-income individuals and families. Since the flood, HDA has completed over 40 free home muck outs, built 22 new homes for flood survivors whose homes were destroyed, and rehabbed 77 homes for survivors whose homes were majorly damaged. This is the organization you will be working for while performing good works for communities, families, and individuals.

On July 28, 2022, several Eastern Kentucky counties were hit by an historic flash flood that devastated many mountain communities and "hollers" (hollows). The region is working hard to build back and recover from this disaster in which over 40 people lost their lives. Due to infrastructure challenges, a depressed local economy, low incomes, and a broken housing market, rebuilding is a years-long challenge for those who have lost everything but the region's people remain resilient in the face of adversity. HDA is crucial to the recovery of Eastern Kentucky by being one of the largest affordable housing developers in the state of Kentucky and through its close relationship with the Foundation for Appalachian Kentucky.

As the **Donor & Volunteer Relations Coordinator Direct Service Member**, you will be vital in helping our community recover from the flood and to helping us provide more affordable housing to all those in need. This is a much needed, new position at HDA, and as such, you will be helping to expand the organization's capacity and fortify its ability to reach as many people as possible. You will be based in Hazard, KY (Perry County), which is known to locals as "The Queen City of the Mountains," where you will be surrounded by breathtaking natural scenery and a close community of kind-hearted people.

Member Duties

If you love serving others, being part of a community, and working with donors and volunteers, this is the gig for you! You will play an active role in fighting poverty in Central Appalachia by helping communities recover from the July 2022 flood and helping raise awareness about the need and availability of affordable housing. By supporting the mission of HDA - to use the power of housing to transform lives and build a brighter future for our community - you will help provide:

- **Outreach Initiatives Improvement:** Assist the Development & Communications Department with various tasks and activities, including keeping strong communication with volunteers and donors, including the development of a new volunteer newsletter, devising methods for strengthening the gift recognition program (thanking volunteers and donors), conducting prospective donor & funder research, executing scheduled mailings, and helping to create new marketing and fundraising strategies & campaigns
- **Volunteer Management, Program Coordination, and Volunteer Recruitment:** Work with our Volunteer Coordinator in the oversight of volunteers, offer guidance, manage with intention to retain volunteers, schedule volunteers, provide instructions, as well as assist in providing outreach and engagement to find volunteers to provide home construction & repair related services.
- **Service Projects/Workdays & Education:** Help staff coordinate community-based service projects (e.g., Community House Raisings and Heartstrings/Repair-A-Thon) through counseling, volunteer recruitment and management, etc. As needed, create and distribute materials on HDA's available services and programs, as well as on housing issues in the community at local events.

Benefits

Living Stipend, End of Term Educational Award, Healthcare Coverage, SNAP Benefits (if eligible), and Professional Development

Terms

10-month position. Must provide own transportation and lodging.

Service Areas

Community Outreach, Homelessness & Housing, Disaster

Skills

- Donor/volunteer relations experience (useful but not required).

- Proficient use of Microsoft Office.
- Experience in working with online donation software a plus but not required.
- Demonstrated competence in the use of technology.
- Strong communication skills.
- Strong writing and editing skills.
- Strong organizational skills; self-starter.
- Able to work as part of a team.
- Able to maintain confidentiality and present in a positive, professional manner at all times.
- Able to maintain composure and professionalism under pressure of deadlines.
- Willingness to represent HDA at community-wide events.
- Availability to visit volunteer groups after working hours or on weekends as needed.
- Personal qualities of integrity, credibility, and dedication to the mission of the Housing Development Alliance.
- Must have valid driver's license.

Questions about this position? Please contact Mindy Miller, HDA's Director of Development & Communications by emailing mindy@hdahome.org or call 606-436-0497. Find out more about HDA at hdahome.org.

Job Types: Full-time, Temporary

Pay: \$20,331.00 per year – AmeriCorps position

Schedule:

- 8-hour shift
- Monday to Friday; some weekend hours will be available but only as needed by the member

Physical Requirements

- Able to sit, walk, stand, bend, kneel, and twist on an intermittent and sometimes continuous basis. Able to lift up to 20 lbs. (usually office supply boxes or camera equipment). Moderate independent travel by private vehicle required.

Work Location: One location; member will occasionally travel to worksites in the counties we serve