

# Marketing and Communications Manager

## Habitat for Humanity of Montgomery County, TX



**Job Type:** Full Time

**Job Title:** Marketing and Communications Manager

**Reports to:** Director of Strategic Partnerships

**Location:** 1501 S. 7<sup>th</sup> Street, Conroe, TX 77301

**Position Summary:** The Marketing and Communications Manager helps develop and implement the Habitat MCTX marketing strategy and works as part of the team responsible for all fundraising campaigns and events. They will also work to increase the profile and visibility of Habitat MCTX by designing and creating strategic communication initiatives including social media, print materials, and the website.

*Habitat for Humanity's mission is seeking to put God's love into action by bringing people together to build homes, communities, and hope. Our vision is a world where everyone has a decent place to live.*

### Essential Functions & Responsibilities

- Work with Strategic Partnership Director to create a comprehensive marketing and communication plan to support fundraising and program goals.
- Work collaboratively to support affiliate events.
- Effectively communicate the Habitat MCTX story, mission, and needs, verbally and in writing. Help create and implement a communications and marketing plan.
- Design and produce clear strategic print, web, email, social media, and advertising messaging. Design and produce the annual report and monthly newsletters.
- Maintain and regularly review the website to ensure timely, accurate, and informative content. Implement active social media campaigns, and design collateral materials for print and web.
- Represent Habitat MCTX at internal and external community and professional events.
- In consultation with the Director of Strategic Partnerships, annually establish personal goals, objectives, and strategies for marketing, and regularly assess progress toward goals.
- Help plan and implement special events – including the annual Building Hope Gala, Home Dedication and Groundbreaking events, fundraising, advocacy, ReStore. promotions, etc. partnering with key Habitat Montgomery County team members. This can include promotion, event execution, media coverage, and audience follow-up.
- Create a robust and engaging internship/work study program for the department.

### Requirements

Education, Experience, Skills, and Physical Requirements

- 2 - 5 years of communication/marketing experience.

- Established fundraising success and achievement of institutional goals and/or experience creating social media and marketing campaigns, especially for nonprofit organizations.
- BA degree in Marketing, Communications, Nonprofit management or related field, or equivalent experience.
- Excellent communication skills, both written and verbal including the ability to create and deliver compelling donor correspondence, proposals, presentations, and related materials.
- Must have the ability to set priorities, multi-task, and meet deadlines.
- Proficient in Microsoft Office and in computer-based information systems.
- The ability to work independently and as a team.
- The ability to adapt quickly to changing environments.
- Strong analytical and organizational skills.
- The ability to perform essential functions of the job, reasonable accommodation available.
- The ability to perform in an office setting and outdoors (heat, humidity, rain, and cold).
- Interest in working in the nonprofit sector and supporting the mission, vision, and strategic direction of Habitat MCTX as we work to create a community where everyone has a decent place to live.
- Some evening and weekend work will be required.
- Salary commensurate with experience.

### **About Habitat for Humanity Montgomery County, TX**

Our goal is simple – to empower communities and provide strength, stability, and self-reliance through affordable housing. Since 1989, we have relied on the loving hands of volunteers to build strong homes and strong communities.

We believe that everyone deserves a decent place to call home. By partnering with caring people around the world, building homes with volunteers, and offering affordable mortgage payments, we empower homeowners to gain the independence they need for a better life for themselves and their families.

Habitat MCTX is an affiliate of Habitat for Humanity International. We are 100% self-funded, depending entirely on the unwavering support of the local community.

**Resumes and Cover Letters may be submitted to [mmetzler@habitatmctx.org](mailto:mmetzler@habitatmctx.org)**