



## **EXHIBIT A**

### **About Chicagoland Habitat for Humanity**

Habitat for Humanity is a nonprofit organization that helps families build and improve places to call home. We believe affordable housing plays a critical role in strong and stable communities. Habitat for Humanity (CHFHH) is a support organization for the eight Habitat for Humanity affiliates serving the Chicagoland area (i.e., Cook County and the five collar counties of northeastern Illinois). These Habitat affiliates build and repair homes in their communities and support families, in collaboration with the community. CHFHH supports affiliates and leverages Habitat's regional capacity by providing financial resources, organizational assistance, shared services and metro-wide communications and coordination of efforts.

### **About Habitat for Humanity of Illinois**

Habitat for Humanity of Illinois (HFH IL) is the support organization serving Habitat affiliates in the state of Illinois. Founded in 1999, It works state-wide as part of a global, nonprofit housing organization operated on Christian principles that seeks to put God's love into action by building homes, communities and hope. HFH IL is dedicated to eliminating substandard housing locally and worldwide through its affiliates in constructing, rehabilitating and preserving homes; by advocating for fair and just housing policies; and by providing training and access to resources to help families improve their shelter conditions.

### **About the Position**

CHFHH and HFH IL, in partnership, are seeking a part-time professional to serve as a Manager of Statewide Support (MSS). The MSS is responsible for expanding the capacity of Illinois Habitat for Humanity affiliates to serve the housing needs of the communities they serve. The MSS will be responsible for continuing partnerships with state and local government entities and other non-profits to strengthen relationships that will enable Habitat to better serve those in need of affordable housing. Reporting in a straight line to Senior Staff of CHFHH and in a dotted line to the HFH IL board, the MSS is also responsible for improving training and communications between state affiliates and seeking out funding opportunities to assist them in their work in their local communities. This position is largely remote, and can be based anywhere in Illinois. The position will need to travel to the CHFHH office in Chicago at least two times per month for in-person meetings.

### **Position Responsibilities**

- \*\* Work in collaboration with HFH IL, CHFHH and area affiliates to ensure a successful partnership program.
- \*\* Serve as the primary point of communication with affiliates in the HFH IL General Service Area (GSA) and the HFHI ASO Alliance.
- \*\* Manage key program elements, including distributing and tracking funding for assigned projects; and assisting affiliates in addressing challenges they face in their communities.
- \*\* Search out opportunities and initiatives that can positively impact state affiliates and serve as the lead implementation coordinator.
- \*\* Maintain existing and develop new positive working relationships with organizations that will strengthen Habitat's work in Illinois communities
- \*\* Attend meetings with affiliates, CHFHH and HFH IL as well as other organizations, as needed

\*\* Maintain and develop close working relationship with the Habitat affiliates and an understanding of the context in which each is working and collaboratively outline program goals and strategies that can be leveraged to better serve local affiliates.

\*\*Work with other HFHI and CHFH staff to update existing and design new marketing and communication pieces for the programs assigned

\*\*Identify and secure funding sources to support HFH-IL's operations and Illinois affiliates.

\*\* Work toward defined success metrics, and track and measure progress

### **Position Requirements**

\*\* Bachelor's Degree or equivalent education and experience

\*\* 3-5 years of experience in a program management and coordination position

\*\* Demonstrated experience in developing and delivering training

\*\* Excellent written and oral communication skills

\*\* Detail oriented with strong organizational skills and ability to meet deadlines

\*\* Ability to work independently and as part of a team

\*\* Strong interpersonal skills and a positive attitude

\*\* Strong problem-solving skills and ability to multi-task

\*\* Experience with Habitat for Humanity preferred

\*\* Critical analytical skills, especially in situations where the issues are not fully defined preferred

\*\* Working knowledge of Microsoft software, internet and basic office equipment

\*\*Current Driver's License and ability to drive a car. Position may require travel within the state, and occasionally, out of state.

### **Position Benefits**

\*\* Hourly salary of \$35/hour for 15-20 hours per week. Hybrid office/remote location.

**To apply, email resume and cover letter to: [jobs@chicagolandhabitat.org](mailto:jobs@chicagolandhabitat.org)**