



## Habitat Affiliate Project Leader Role Description

### Quick Reference Guide

#### Description:

Affiliate volunteer or staff person who serves as the primary affiliate contact person for *Thrivent Builds Homes* project(s) and engages with the Thrivent Builds Project Team through the life of the project.

#### Responsibilities:

1. Ensures successful project management, including participating in monthly meetings to ensure progress on build schedules, fundraising and volunteer recruiting.
2. Ensures that someone in your affiliate (volunteer or staff member) is providing volunteer names to Thrivent Financial for Lutherans, monthly, in a manner laid out in the program instructions.
3. Teams with Organizational Development Consultant-Thrivent Builds (ODC-T) to identify and resolve potential risks that could impede a successful build.
4. Ensures volunteer, fundraising, construction, publicity, safety and site host coordinators, as described below, are in place. Just as with a typical build, the project leader may undertake these responsibilities; however, it is recommended that multiple people be delegated to work these roles. **You are the expert on how these are best accomplished in your affiliate.**
  - a. Volunteer Coordinator
    - Drives total volunteer schedule
      - Note: While it's the affiliate's responsibility to drive the total volunteer schedule, Affiliate Project Leaders will need to work closely with Thrivent Builds Chapter Specialists and Lutheran congregations to ensure minimum program requirements are met.
    - Recruits non-Lutheran volunteers from any source (up to 50% of volunteers).
    - Supports Thrivent Builds Chapter Specialists and Congregational Champions in recruitment efforts.
  - b. Site Host
    - Arranges for daily reflection to start the work day.
    - Welcomes volunteers to the worksite and provides an overview of Habitat for Humanity International, states that Thrivent Financial for Lutherans is supporting this project, and shares the mission of Thrivent Financial.
    - Ensures the appropriate sign-in materials, including liability waivers, are on the build site each volunteer day; the sign-in materials must include ways to capture data on Lutherans and Thrivent Financial members.
    - Ensures volunteers sign in each volunteer day and all liability waivers are collected.
  - c. Fundraising Coordinator
    - Drives overall funding requirements.
    - Tracks and maintains the list of all funds received and gifts-in-kind.
    - Works with Thrivent Builds Chapter Specialists and Congregational Champions to identify and coordinate fundraising events.
  - d. Construction Coordinator(s)
    - Ensures that volunteers on the worksite have a **positive** experience that makes them want to continue to support Habitat's ministry. (This includes meaningful work and full use of each volunteer's time.)

- Ensures that adequate materials are on site and on schedule to permit maximum accomplishment by volunteers.
  - Cooperates with site host and their roles and responsibilities, as well as shares information and provides for a positive volunteer experience.
  - Partners with volunteer and fundraising coordinators to indicate build schedule and gifts-in-kind updates that might affect overall scheduling of fundraising and volunteer recruitment.
  - Ensures all construction deadlines are met to guarantee construction is complete and the Certificate of Occupancy is secured by December 31<sup>st</sup>.
- e. Publicity Coordinator
- Ensures media outreach and publicity for *Thrivent Builds Homes* projects, including special events such as groundbreaking and dedications.
  - Reports publicity efforts and results as requested.
  - Uses available, pre-approved Thrivent Builds marketing and communication tools to aid in local promotions.
  - Participates in media training and support when offered by Thrivent Builds.
  - Works with the LET to assist in the creation and use of RFO-wide media plan.
  - Assures that Thrivent Builds signage is prominently displayed during entire life of project.
- f. Safety Coordinator
- Ensures the affiliate has a safety plan that complies with the Habitat for Humanity Construction Safety Guide.
  - Ensures volunteers are provided with the appropriate safety equipment.
  - Ensures tools and equipment meet the applicable safety standards.

**How much time will the Affiliate Project Leader position require each month?**

- The time requirement will vary, depending on the number of *Thrivent Builds Homes* projects the person coordinates and the number of other people recruited to take on some of the tasks.
- During the planning phase of the project, between 10 to 20 hours per week.
- When the houses are under construction, the time commitment could increase to 20 to 40 hours per week.

**What knowledge, skills and qualities will the person need to fulfill the role?**

- Passion for Habitat for Humanity's ministry.
- Excellent communication skills (via email, telephone and presentations to large and small groups).
- Good time-management and organizational skills.
- Ability to understand, measure and accomplish the goals of the *Thrivent Builds Homes* program.
- Ability to work with diverse groups to accomplish a single goal.
- Ability to productively resolve conflicts.

**What are the benefits?**

- Important leadership position with opportunity to expand leadership skills and ensure that more families have a safe, decent place to live.
- Opportunity to work with various Lutherans, Thrivent Financial members and Thrivent chapters to successfully see a project to completion.
- Increase the impact and visibility of Habitat for Humanity in your community.
- New volunteers are now aware of your affiliate and will most likely promote and participate in your future projects.