



Send resume and cover letter to:

Harold Naylor, Executive Director
Good Neighbors Inc.

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Position Description: **RELATIONSHIP LEADER**
Status: Permanent, Part-time (20-25 hours/week)
Reports to: Executive Director

Overview

Good Neighbors Home Repair (GN) has grown and has developed many relationships besides our primary outreach to homeowners in need of critical repairs. These relationships have been maintained by all the current staff, each on a very part-time basis. It is time to consolidate this leadership so that GN can meet one of the strategic goals – maximizing the volunteer experience and causing GN to be the “partner of choice” for businesses, clubs, churches, and schools. In addition, GN can make good use of interns who need to be led well as part of their studies. This is a highly networked role with interaction with everyone on staff and the board and our many partner organizations.

Qualifications

- Mature testimony of Christian faith and an ability and desire to witness to others
- Strong decision maker with sound judgement and spiritual discernment
- Experience in one or more Christian ministries outside of his/her local church
- Strong organizational and leadership skills
- A commitment to personal and professional growth – a teachable spirit
- Excellent communicator
- Works well with others in areas not completely defined

Primary Responsibilities (point person for GN)

- Developing and fostering relationships that bring new volunteers and ensure maximum impact for both the homeowner and the groups
 - Churches
 - Clubs (Rotary, Lions, etc.) – they may want to do spring clean-up projects outside of our primary mission using the Volunteer Trailer
 - Company relations (PA and DE) – Hands of Hope is primary focus
 - Youth – Coordinate Summer Camps
 - High schools and colleges – including interns
- Veterans – build and establish new relations and the process for reaching these clients
- Translating critical documents into Spanish (optional)
- Oversee and manage donor and corporate events, such as Hand of Hope corporate work week

Secondary and Support

- Interviews and video in the field with clients and volunteers
- Hiring and supervising interns and insuring successful projects
- Support other volunteer groups as needed – such as partner ministries (Lift Up Lake Street and Impact Missions)
- Provide logistical and relational support for Portraits of Hope gala
- Support Advancement in reaching younger partners – designing methods and messages that connect with GN’s future leaders