



COMMUNITY DEVELOPMENT MANAGER

OUR MISSION

At In My Shoes, through our Core Values of Hospitality, Faith + Works, Empowerment, Wholeness, and Authenticity, we provide a safe, welcoming community for women who are pregnant and homeless or at risk of homelessness. We have become a leading organization in this space in DFW. The ideal candidate must be passionate about our mission.

GENERAL RESPONSIBILITIES

General responsibilities fall into three main categories: recruiting new Core Team members, providing staff development to existing staff, and community outreach via coordinating with partners and volunteers in the community. This position requires spending a significant amount of time in the home in order to understand its culture and needs. Some travel (~5-10%) is required to career fairs and conferences.

Recruiting (~40%):

- Recruit Core Team members through various sources throughout the community including but not limited to: word of mouth referrals, post-grad service fairs, campus ministry contacts, social media, college career centers, attend young adult events in Dallas and surrounding areas, and other applicable career search websites (LinkedIn, Indeed, etc.).
- Respond to all applications and inquiries, both Core Team and other positions, in a timely fashion and communicate with potential candidates by conducting a phone interview and coordinating the overnight or virtual interview schedule (if applicable).
- Post and monitor other administrative team positions and coordinate accordingly with hiring supervisor.
- Attend college career, post-graduate service, and volunteer recruitment fairs throughout the country (this will require some overnight travel).
- Facilitate and determine staffing decisions with leadership team.
- Coordinate and schedule onboardings and facilitate onboarding training weeks for new staff members.
- Other duties/tasks as assigned.

Staff Development (~30%):

- Work with Programs Manager on scheduling personal and professional development for the Core Team, annual all-staff retreat, and self-care opportunities.
- Participate in on-call weekend coverage rotation with other Administrative staff members.
- Provide direct supervision and support to the House Manager, through leadership training, quarterly staff review, and weekly meetings.



- Engage with, empower, and support live-in Core Team through trainings, meetings, and staff and leadership development.
- Engage with the Core Team and moms on a regular basis during the week to understand the community and their needs.
- Other duties/tasks as assigned.

Community Outreach (~30%):

- Develop and execute volunteer training programs and conduct periodic evaluations with volunteers.
- Coordinate and organize volunteer onboardings.
- Communicate frequently with volunteers to ensure they are satisfied and well-placed.
- Disseminate information for upcoming actions and events to team members within the organization.
- Coordinate regularly with the residential Core Team Volunteer Coordinator.
- Keep detailed records of volunteers' information and assignments, as well as manage the volunteer database.
- Ensure the mission of the organization and its actions are clearly communicated to all volunteers.
 - o Work alongside the Marketing and Events Coordinator to communicate needs and give volunteers recognition.
 - o Develop and implement volunteer gratitude practices.
- Organize, coordinate, and/or be actively involved in volunteer events, such as Service Saturday (third Saturday of each month) and volunteer groups.
- Collaborate with Development Team to deepen volunteer and donor engagement.
- Participate in the annual fundraiser event and other community celebrations.
- Process background checks for all IMS volunteers.
- Other duties/tasks as assigned.

PROFESSIONAL QUALIFICATIONS

- A bachelor's degree is preferred
- Strong verbal & written communication and project management skills
- Ability to work in a fast-paced environment and manage multiple priorities simultaneously
- Commitment to making ethical and responsible business decisions
- Excellent interpersonal, facilitation and consulting skills. Ability to assess needs, influence, collaborate, deliver and partner at the most senior levels in the organization

Ideal but not required:

- Experience working with maternity homes or living in community
- Conflict management and experience in facilitating conversations