

Habitat for Humanity of Grant County Executive Director Job Description

Job Title: Executive Director

Job Role: The role of the executive director is to develop, administer, coordinate, manage, and implement the policies and procedures as developed and approved by the Board of Directors of Habitat for Humanity of Grant County. The Executive Director accepts the covenant of Habitat for Humanity and is a leading advocate of the affiliate in regard to fulfilling the mission and vision statements. The Executive Director is a nonvoting, ex-officio member of the board of directors.

Job Duties: The Executive Director will be responsible for:

General Administration

- Act as the chief administrator responsible for managing all aspects of affiliate operations.
- Manage the daily operations of the affiliate office.
- Establish office procedures, guidelines and performance standards.
- Provide for regular office hours.
- Maintain a climate which attracts, keeps, and motivates staff and volunteers.
- Ensure communication of relevant issues flows among all groups.
- Ensure the affiliate adheres to government regulations, mortgage and construction compliance, and HFH International policies.
- Overseeing proper maintenance of records and files to ensure confidentiality and legal compliance.
- Manage and maintain office technology, internal network, and donor & volunteer database software.
- Assist the board of directors in making fundamental decisions, preparing strategic plans and creating/maintaining policies.
- Assisting with orientation of new board members and volunteers.

Financial Management

- Responsible for the development and maintenance of sound financial practices.
- Ensure completion of financial review, audits, and other financial activities.
- Maintain confidential employee and Partner Family applicant records for the affiliate.
- Work with the staff, Executive Committee, and board in preparing yearly and project budgets. Ensure that the affiliate operates within budget guidelines.
- Responsible for homeowner mortgage payment issues (delinquent payments, foreclosures etc) and maintain a relationship with third party mortgage servicing bank.
- Responsible for all accounts payable/receivable, monthly bank reconciliations, payroll, and other financial activities in relation to basic accounting principles and IRS requirements.

Fundraising and Public Relations

- Assisting the Board and Development Committee in developing and implementing its fundraising plan and budget.
- Working with Public Relations Committee in developing and implementing a public awareness strategy.
- Represent and build partnerships between HFHGC and interested communities, churches, businesses, groups, foundations, and community leaders.
- Seek, apply and oversee grants.

- Steward donors and grantors. Manage all grant reporting requirements.
- Serve as spokesperson for the affiliate.
- Actively participate with appropriate community groups which share the goals of HFHGC.

Communication

- Manage and create all marketing materials (donors/community and to clients including social media, website, mailers, newsletters, etc.)
- Design and maintain website to stay accurate and up to date with affiliate programs, news, and pertinent information.
- Serve as the primary communication link among the regional office, board members, committees, staff, families in waiting, homeowner families, and volunteers.

Committees

- Build, grow, work alongside, monitor, and maintain the 8 working committees (executive including nominating, finance, construction, family services, volunteer, public relations, and church relations committees)
- Attend committee meetings and assist committee members in completing their duties.
- Committee work includes: construction budgeting and management of home builds, recruiting and selecting partner families, originating mortgages, supporting existing Habitat families, recruiting/managing volunteers and board members, planning fundraising events, etc.

Reports to:

Executive Committee of the Board of Directors specifically and to the Board of Directors overall. The Executive Committee will solicit input from the entire Board of Directors in performing an annual review of the Executive Director.

Qualifications:

- Experience in 501(c)3 non-profit administration and fundraising or other relevant management experience is essential.
- Excellent speaking and writing skills are critical.
- Experience in or working knowledge of mortgage origination and compliance is essential.
- Some knowledge of construction including OSHA compliance is ideal
- Experience and working knowledge using QuickBooks is ideal.
- Must be willing to train a volunteer/staff member or become the affiliate's required Qualified Loan Originator and Construction Compliant Person within 90 days of hire

Requirements:

Must be able to articulate the organization's mission, values and goals. Must be organized, able to meet deadlines, and able to manage projects. Must possess the ability to work effectively with diverse groups of people. Valid driver's license, reliable transportation and willingness to travel are required. Maintain a working knowledge of significant developments and trends in the field, including training provided by HFHI.

Job Classification:

40 hours a week salary exempt position that also requires additional evening and weekend hours as required.

Benefits:

Three weeks paid time off (includes vacation and sick time). Prorated pay for federal holidays. Mileage reimbursed at IRS rate. Training reimbursement for approved training or classes.

Habitat for Humanity of Grant County is an equal opportunity, affirmative action employer.