



EXECUTIVE DIRECTOR : JOB DESCRIPTION

Job Summary:

Habitat for Humanity of Madison and Clark Counties (The Affiliate) is a Christian based community service organization whose mission and ministry is to join with low-income families and other community partners to provide homeownership opportunities and build communities of hope as an expression of God's love. The Affiliate began building in 1992 and has built nearly 125 houses in Madison and Clark counties in Kentucky. The affiliate operates as a 501(c)(3) non-profit corporation.

The Executive Director provides overall operational leadership in achieving the organization's mission and directing the day-to-day activities of the Affiliate. This is to be achieved in accordance with the mission, vision, and values¹ of the Affiliate and in such a manner that optimizes the desired results.

Executive Director works with the Board of Directors to develop a plan for achieving the organization's mission, strategy, annual goals and objectives, and then directs the staff and operational components of the organization toward the achievement of these goals. Responsibilities include fundraising, community relations and awareness-raising, financial management, strategic planning, staff supervision and leadership, and serving as a liaison with the board of directors.

In support of the mission of HFHMCC, the Executive Director will have the following responsibilities and duties:

Administration:

- Holding chief administrative responsibility for public accountability of the affiliate
- Administers the Habitat office, its paid and volunteer staff, and works directly with the President and board regarding administrative decisions/changes
- Manages employee performance by providing direction, supervision and personal development in the performance of their duties, including regular reviews of their performance plan.
- Sets the overall direction and coordinates the activities of the Volunteer Engagement Specialist, Fund Development Coordinator, Family Engagement Specialist/Office Manager, Construction Program Manager, and ReStore Director.
- Works with and stays informed of the activities of affiliate committees. Serves in an ex-officio capacity on all committees except Personnel and Nominating. Promotes and nurtures involvement of volunteers in the work of the board and its committees.
- Authorizing expenditures within Board-approved guidelines

¹ Mission: Seeking to put God's love into action, Habitat for Humanity brings people together to build homes, communities, and hope.

Vision: A world in where everyone has a place to live

Values: We take initiative in the excellent pursuit of goodness, generosity, and gratitude

- Assisting Treasurer in preparing annual budget
- Assures responsible management of the affiliate's assets and physical facilities
- Overseeing proper maintenance of records and files to ensure confidentiality and legal compliance

Fundraising and Public Relations:

- Responsible for the development of short and long range strategic plans and the development of resources to implement these plans.
- Plays key role in resource development, including assurance of affordable housing grant application and compliance, positive corporate sponsor relationships, special event effectiveness, and effectiveness of development plan and implementation overall.
- Assisting the Board and Development Committee in developing and implementing its fundraising plan and budget
- Responsible for working with Community Engagement Team in developing and implementing a public awareness strategy
- Representing the Affiliate to interested communities, churches, businesses, groups, foundations, and community leaders

Communication:

- Serving as the primary communication link among the regional office, board members, committees, staff, families in waiting, homeowner families, and volunteers
- Assisting with orientation of new board members and volunteers

Other duties as assigned

Qualifications:

- Bachelor's Degree, or significant life experience
- Excellent business acumen
- Experience in non-profit administration and fundraising is essential
- 5+ years of management experience preferred
- Habitat for Humanity experience preferred
- Experience working with housing and serving those persons who are economically disadvantaged
- Excellent oral and written communication skills, with the ability to inspire support and engagement

Hours and Compensation:

40-hour per week salaried position that also requires additional evening and weekend work. Benefits include paid vacation and holidays, sick leave, health insurance and a voluntary retirement savings plan.

Salary:

Commensurate with experience and education.

HFHMCC is an equal opportunity employer.