



## EXECUTIVE DIRECTOR JOB DESCRIPTION

**Job Title:** Executive Director

**Job Status:** Full-time regular employee / exempt (salaried) / 40+ hours per week / Benefit eligible

**Reports to:** Board of Directors through the Board President

**Summary:** The primary responsibilities of the Executive Director are overall management of the affiliate including but not limited to strategic and operational planning, fundraising, program development, budget development and oversight, staff development and engagement, policy and procedure compliance, community outreach and marketing. The Executive Director must conduct all business at the highest standard of integrity, ensuring that all activities are legal and ethical.

The Executive Director is expected to maintain a volunteer-oriented and volunteer friendly organizational environment within the affiliate, to maintain existing partnerships in the community and to grow new ones.

### **Affiliated Network Liaison:**

Acts as the first contact and represents the interests of HFHL with Habitat of Humanity at the State, National and International levels and oversees all compliance issues and reporting to Habitat of Humanity International.

### **General Administration:**

Maintains an appropriate leadership role in all aspects of affiliate activities (i.e. Construction and ReStore) and formulates and recommends policies to the Board of Directors for the effective and economical operation of HFHL. Manages the Affiliate by directing, training, supervising and recognizing the leadership team (5.5 FTE's) and supporting direct reports in the management of their employees. This includes hiring, supervising and firing employees according to established job descriptions and policies. Maintains a climate that attracts, keeps and motivates staff and volunteers. Ensures communication of relevant issues flows among all groups.

### **Board Relations:**

Maintains appropriate relations with the Board of Directors and its committees and reports to the Board of Directors on the status of all operations and initiatives at Board Meetings, during one-on-ones with the Board President and as otherwise requested. Carries out other duties as assigned by the Board President.

### **Strategic Planning:**

Works with the board to develop a strategic plan with SMART goals. Provides leadership to the implementation of the strategic plan in partnership with the board of directors, Habitat committees and leadership staff.

### **Financial Management:**

Directs all financial operations and is accountable for the control of resources, including annual budget process and management of day to day cash flow and approval of expenditures. Works with the Finance committee and loan originator to resolve past due mortgages, home repair loans and to navigate foreclosures. Supervises a part-time Finance Manager who is responsible for day-to-day bookkeeping and payroll activities.

### **Fund Development:**

Participates in fundraising and oversees a Development Director who is responsible to keep a fund development plan in place with a focus on having a diverse funding streams that include individuals, businesses, churches, civic organization, grants (public and private), foundations and event revenue. Ensures donor stewardship, research of new funding sources and donor cultivation strategies are part of the fundraising calendar year. Helps support a culture of philanthropy within the board, staff and committee structure.

## **Marketing, Communications and Community Relations**

Leads the efforts for all marketing and communications within the organizational structure including newsletter development, social media management, press releases, an annual report to the community and other written pieces. Ensures that all graphic design or written content is within the context of HFHI brand standards. Represents HFHL in the community through any external public relations including media appearances, community presentation requests, etc. Interfaces with professional, economic development, religious and social service groups in the community and serves on at least one (minimum) community board or committee.

## **Volunteer Relations and Community Engagement:**

Supervises and provides leadership to a volunteer and community engagement manager who is responsible for recruitment, training and volunteer satisfaction. Works with all staff to develop partnerships with other organizations and agencies within the community to further the goals of the affiliate.

## **Housing Program Development & Management:**

Provides leadership and supervision to program staff who are responsible for developing and implementing programs and services that are consistent with the organization's mission and Strategic Plan and that meets the housing needs of the community (e.g. Home Buyer, Home Repair, Rock the Block programs). This includes supervision of a loan originator(s), oversight for curriculum, sweat-equity and evaluation of programs. This also includes supervision of construction personnel which includes ensuring a quality product is produced and client satisfaction is achieved.

## **ReStore Management:**

Provides leadership and supervision to the ReStore Manager and supports the safe, efficient and compliant operation of a Habitat ReStore. Ensures that the ReStore is profitable with an annual business plan in place that support the financial direction of the overall organization as outlined in the Strategic Plan.

## **Experience:**

Minimum of two years of experience in a leadership role within an organization.

## **Qualifications:**

The Executive Director must have a working knowledge of project management and possess a Bachelor's Degree or have commensurate experience.

## **Knowledge & Skills:**

- Ability to effectively articulate the mission and vision through excellent verbal and written communication skills.
- Public speaking skills experience.
- Ability to conduct fundraising and development activities including a capital campaign.
- Ability to cultivate partnerships within the community, government, and corporations.
- Ability to exercise sound reasoning and good judgement in decision making.
- Ability to work collaboratively with both staff and volunteers and to effectively supervise staff and budgets.
- Computer literacy to include Microsoft Suite.

## **Other Job Requirements**

- Ability to pass a criminal background, sex offender registry check, credit check and drug test
- Ability to complete annual Qualified Loan Originator (QLO) training through Habitat for Humanity International in absence of having another QLO on staff
- Valid Wisconsin driver's license, automobile insurance with adequate liability coverage and a reliable vehicle to use for affiliate business including travel to and from meetings, home visits, and job sites
- Flexibility to work a schedule with some early mornings, nights and weekends for events and committee/board meetings but with normal office hours of 8:30am-4:30pm Monday through Friday

## **Work Environment and Conditions**

- Our Mission: Seeking to put God’s love into action, Habitat for Humanity brings people together to build homes, communities and hope. Applicants must be comfortable working for a Christian organization.
- Operating within the construction, retail and human services industries, applicants must be sensitive to the large diversity of people who will interact with our organization
- At times there may be heavy phone and email volume with extended periods of time working in front of a computer while at other times there may be bending, lifting and climbing that would occur outside of the office on build sites, in our ReStore or for setting up or tearing down of events

Habitat for Humanity Lakeside is an equal opportunity employer. We seek to use and assign the best qualified staff for all of our positions in a way that does not unlawfully discriminate against any person because of race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve and National Guard status, or any other status or characteristic protected by law.

**Job Description Acknowledgment**

I hereby acknowledge that I have received, reviewed and fully understand the job description for the Executive Director. I further understand that I am responsible for the satisfactory execution of the essential functions described within the job description.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date