

JOB DESCRIPTION

Executive Director

Mitchell Regional Habitat for Humanity

Reports to: Executive Committee and Board of Directors

Description: This position is responsible, and accountable, for the effective and efficient Christ-centered financial, operational, and administrative management of Mitchell Regional Habitat for Humanity (MRHFH). The Executive Director provides overall leadership for MRHFH in accordance with the policies, objectives, and directions of the Board of Directors to promote its overall vision, directions, health, and growth. Reports to the Chair of the Board of Directors.

Employee Status: Exempt, part-time

1. General Administration and Responsibilities

- Principal organization leader who plans, develops, and establishes policy and objectives of the organization in accordance with Board directives and organizational mission.
- Recommends all appropriate Board action and implements Board policies needed to insure that MRHFH operates as a growing Christian non-profit organization.
- Responsible for the financial, operational, and administrative performance.
- Establishes responsibilities and procedures for attaining objectives; revising plan and budget as appropriate in accordance with current conditions.
- Directs and coordinates formulation of financial programs to provide funding for new or continuing operations, including coordination of all fundraising efforts.
- Insures positive communications and relations with constituents and staff.
- Speaks in public on behalf of MRHFH, comfortable speaking in Christian, civic, and corporate settings.
- Reviews staff activities and financial statements to determine progress and status in attaining objectives.
- Recommends yearly budget for Board approval and prudently manages the affiliate's resources within those budget guidelines according to current laws and guidelines.
- Researches and serves as the principal liaison to foundations, corporations, and churches.
- Develops resources, researches funding sources, and writes proposals to a variety of organizations.
- Administers and manages daily office operations, including social media publishing.
- Supports the activities of all Board committees.
- Approves all operational and building expenditures.
- Supports annual Board retreat for evaluation, goal setting, and strategic planning.
- With Board Chair, sets agenda for Executive Board meetings and Board meetings, and provides reports of all activities to the Board.
- Works closely with the Board Treasurer to administer fiscal control, accountability, budget reporting; and approves all operational and building expenditures.
- Works closely with the Construction Manager to supervise site construction and house repairs, and to insure appropriate training and safety for all volunteers.

- Works to build positive visibility of the affiliate, and generate funds for its operation.
- Works closely with the Family Selection Committee for the effective recruitment, processing, selection, and support of partner families, as well as the effective recruitment, retention, and recognition of volunteers. Maintenance of all databases.
- Works closely with the Faith Relations Committee to develop and implement strategies for increasing communication, volunteer activity, and financial support from local church congregations and other faith-based groups.

2. Skills, Knowledge and Abilities

- Has an understanding of and commitment to the mission of MRHFH.
- Demonstrated leadership abilities and strong organizational skills.
- Ability to establish, foster and maintain effective working relationships with the Board of Directors, staff, volunteers, the public, local City government, and community service agencies.
- Effective verbal, interpersonal and written communication skills.
- Ability to create a long-term vision and provide leadership.
- Ability to synthesize complex and/or diverse information.
- Knowledge of mortgage procedures.
- Knowledge of fundraising principles and processes and the ability to develop working relationships with potential funding sources.
- Ability to identify and resolve problems in a timely manner, gather and analyze information skillfully, and effectively lead by displaying sound and accurate judgment.
- Ability to communicate MRHFH's program and mission clearly and persuasively in a variety of settings and to a variety of constituencies.
- Knowledge of the house construction process, safety procedures, and the use of equipment and materials.
- Team building skills.
- Should have a Christ-centered approach to leadership.
- Must be a good listener and be able to engage in well-considered discussions.
- Must have good anticipatory abilities and personally act on same as need arises.
- Must be willing to understand the big picture of the MRHFH ministry and know that the role of the Executive Director is only a part of the larger goal.
- Must pass Criminal Background Check and Sexual Offender Check.

Training and Experience. Either a Bachelor's degree in public relations, business, marketing, nonprofit administration, or related field or equivalent work experience. Three years paid experience working in a nonprofit organization or in administrative capacity.

Hours and Compensation. 20- to 32-hour-per-week salaried position that also requires additional evening and weekend work.

Salary. Commensurate with experience and education. MRHFH is an equal opportunity employer.