

HABITAT FOR HUMANITY OF THE SAN JUANS JOB DESCRIPTION

Executive Director

Salary Range \$65,000 - \$75,000

GENERAL STATEMENT: Reports to: Chair of the Board of Directors Principal affiliate leader, who plans, develops and establishes policies and objectives for the organization in accordance with board directives and organizational mission. This is the top executive in the organization, reporting to the Board of Directors and must be the affiliate's Habitat expert.

The Executive Director, in accordance with the objectives, policies and directives set forth by the affiliate Board of Directors provides overall executive leadership for the Affiliate and the ReStore.

Responsibilities

- Direct supervision and mentoring of approximately 5-6 paid staff, maintaining and enhancing the infrastructure of the affiliate;
- Serving as the primary communication link among directors, officers, committees and volunteers; networking with community partners by holding regular leadership meetings, hosting/attending community meetings and being involved in the community as the face of the organization;
- Serving as the public face and corporate spokesperson for Habitat;
- Providing the necessary management to ensure the whole organization runs smoothly and effectively while carrying out the goals and objectives of mission;
- Oversee the Affiliate's paid and volunteer personnel;
- Develop and support mutual expectations with board and committee chairs through annual retreat and monthly meetings and reports;
- Work with finance director and committee to develop annual budget; upon budget approval, employ, supervise and evaluate paid staff members to achieve budget goals.;
- Oversee the orientation, training, evaluation and nurturance of board members, volunteers and staff, to help ensure that they are making worthwhile and fulfilling contributions to the work of the affiliate;
- Meet with Habitat International field staff and attend HFHI and HFHC training events when meetings are offered.

Manage the business of the affiliate

- Ensure Habitat and affiliate policies are faithfully maintained by the board, committees and staff in accordance with annual calendar of events;
- Communicate with Treasurer and bookkeeper about accounts payable; deposits; signing checks, internal financial controls; etc.
- Maintain and update Policy and Procedure manual for employees on annual basis;
- Maintain close working relationship with construction manager, including working knowledge of site progress to ensure projects are built within time and budgetary parameters;
- Oversee management of Habitat office, to ensure that: Correspondence and messages go to appropriate committees; records system is maintained; timely donation receipts given and retained; state, federal, and Habitat reports filed; homeowner documents kept in locked file; original legal papers kept in safety deposit; etc.; legal accountability is maintained regarding nondiscrimination & donations
- Provide leadership for fundraising and marketing strategies and work with affiliate team to establish and maintain positive partner relations;
- Work with staff to establish and implement development strategies including appropriate donor and volunteer appreciation and events and to develop volunteer, community and donor database for communication & donor management;

- Valid Colorado driver's license with no moving violations within the past 3 years;
- Ability to communicate professionally and inspirationally both in person and across multiple digital platforms;
- Proficient in reading understanding and analyzing standard financial statements;
- Self-motivated, reliable and regulated;
- Able to work with, manage and motivate people with diverse backgrounds and capabilities.
- Ability to handle and defuse challenging situations with tact, and demonstrate good conflict resolution skills;
- Commitment to a safe, secure, attractive and friendly work environment;

Physical Requirements

- Light work – exerting 0-50 pounds of force occasionally. Frequent sitting, walking and standing;
- Standing/walking – may frequently alternate between standing and sitting activities;
- Lifting – may occasionally lift up to 50 pounds when working on events;
- Climbing – may occasionally ascend and descend stairs, ladders, uneven surfaces, or obstacles;
- Stooping/kneeling/crouching – may occasionally stoop, kneel, or crouch;
- Balancing – must maintain balance which is necessary for ordinary locomotion and body equilibrium;
- Sitting – frequent sitting at desk with use of telephone and computer;
- Typing/grasping – frequently grasping telephone, writing utensils, papers, etc.
- Frequently typing the computer keyboard and phone;
- Talking – must frequently exchange information in person and on the telephone by means of spoken word;
- Repetitive Motions – frequent use of upper and/or lower extremities in a repetitive motion to use telephone and computer;
- Sensory Needs – must possess those senses necessary for communication.

Working Conditions

- Schedule is flexible. Some travel may be required. Occasional evening/weekend hours required.

Status

- Salary/Exempt

Requirements

- BA or BS Degree. Advanced degree preferred. Excellent speaking and writing skills are critical.
- Five to ten years' experience in 501C3 non-profit management, fund raising and government relations; this is an exempt, salaried position.

To apply:

Send cover letter, resume and list of accomplishments to: HFHSJ BOARD, PO Box 162 Montrose, CO 81402
or email: dwane@buildinglives.org