

Executive Director Job Description

TITLE: Executive Director, Habitat for Humanity of Lincoln County
DEPARTMENT: Administration
REPORTS TO: Board of Directors
EMPLOYMENT STATUS: Full-time, at will

Critical features of this job are described under the headings below. They are subject to change at any time. Nothing in this job description restricts the Board of Director's right to assign or reassign duties and responsibilities.

TO APPLY:

All applications must be postmarked by Nov. 9, 2018 to be considered. Mail completed applications and resumes to: HFHLC ReStore, P.O. Box 1311, Newport, OR 97365. [Download the HFHLC application here.](#)

GENERAL POSITION SUMMARY:

The Executive Director manages the Habitat for Humanity of Lincoln County (HfHLC) affiliate, (an affiliate of Habitat for Humanity International) and all its programs. The Executive Director is responsible for the day-to-day oversight of the affiliate office, staff, volunteers, special events and public relations. In particular strategic planning, fundraising, grant writing, budgeting, fiscal accountability, and programs relating to providing affordable housing, sustaining the mission of HfHLC throughout Lincoln County, The Executive Director is the liaison to the affiliate Board of Directors.

Land acquisition and the construction of affordable housing for low-income families, selection and support of qualified families, volunteer recruitment/coordination, ReStore and Critical Home Repair Program operations are part of the Executive Directors responsibilities.

The Executive Director is responsible for all affiliate community relations, including interaction with nonprofit agencies, governmental agencies, businesses, churches and other groups.

The Executive Director works cooperatively with other affiliates and agencies involved in assisting and providing affordable housing through the HfHLC program. The Executive Director, through collaborative efforts, will develop new programs and operational systems to achieve the stated goals. The Executive Director is comfortable being actively engaged in the ongoing and pertinent activities in the greater community.

RESPONSIBILITIES:

Manage a Habitat for Humanity affiliate office and program, ensuring compliance with Habitat for Humanity International and ABA affiliate requirements.

Works with the Board to actively seek new funding sources and write grants to fund and operate programs, to include local fundraising and special events.

Hires and supervises affiliate employees and managers and coordinates their activities.

Oversees recruitment of community volunteers.

Prepares and manages approved annual financial budgets of all Habitat programs and provides monthly review and reporting to the Board regarding those budgets.

Evaluates current trends and issues, and uses the information to leverage community resources and strategies which focus and integrate services on future housing needs in Lincoln County.

Works with Board to develop rules and policies and coordinate policy implementation.

Directs activities to sustain and comply with national affiliate requirements.

Provides coordination of all public information regarding HfHLC programs. Develops and writes reports, press releases and correspondence. Designs and presents informational programs in meetings, hearings, radio programs and public forums.

Oversees preparation of the monthly Board meeting agenda and minutes. Provides financial and staff reports to the Board, and keeps the Board informed about the affiliate's operations.

Organizes an annual Board retreat and other special Board events. Works closely with the Board's committees in the areas of Family Selection, Public Relations, Construction, Board Membership, Fundraising, Strategic Planning, and other ad-hoc committees as appointed.

Collaborates with other agencies in the housing community to secure and provide additional affordable housing in Lincoln County.

SPECIFIC JOB SKILLS:

Strong interpersonal, written and verbal communication skills: ability to present information in a direct and understandable manner.

Strong and proven grant writer, as position requires writing grants to fund essential programs.

Independent decision-making; responsible for operating programs and objectives including budgeting, fiscal accountability, long-range operation and strategic planning.

Strong planning, organizational, fiscal and record-keeping abilities, including the formulation of a budget, and grant writing and reporting.

Proficient in soliciting community donations, fundraising, managing relationships, and building networks.

Proficient in personnel supervision and organizational management.

Ability to understanding there are a variety of multi-cultural variables, and the ability to integrate cultural sensitivities in affiliates operations; effectively administer change as the environment changes.

EDUCATION/EXPERIENCE/LICENSES/CERTIFICATES REQUIRED:

Bachelor's degree or nonprofit management experience is required. The successful candidate will have: Excellent organizational skills and ability to organize and coordinate multiple projects; strong interpersonal and proven grant writing skills and ability to work with diverse groups of

people; excellent written and verbal communication skills; ability to direct highly motivated staff and volunteers; strong financial management skills and experience with budgeting and financial planning; and an understanding and support of the vision of Habitat for Humanity. The successful candidate must possess or obtain a valid Oregon driver's license, have vehicle insurance and a good driving record. Successful completion of criminal history background investigation.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

Position duties are performed in an office setting and other indoor locations throughout the county. Some driving is required, as is attendance at morning and evening meetings and events.

The physical demands are typical of those which must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have read the above position description and have had the opportunity to ask for clarification, to the extent possible, of any and all items listed. I further acknowledge I have received a copy of this document.

_____ /_____/_____/Executive Director
Date

_____ /_____/_____
Witness Date