

Executive Director – Florence, OR Habitat for Humanity

Purpose of the Position: The Executive Director (ED) provides overall leadership and administration for the affiliate in accordance with policies set forth by the Board of Directors and Habitat for Humanity International.

The ED is the most identifiable face and primary marketer of Florence Habitat for Humanity.

Key Attributes: The Florence Habitat for Humanity (FHFH) ED will:

- Be an effective communicator with all staff, partners, constituents, and the public at large.
- Possess organizational skills that ensure the efficient management of all operations.
- Be open and trustworthy in all dealings.
- Have the capacity to learn the requirements specific to Habitat for Humanity affiliation.
- Be an effective fiscal manager capable of keeping, preparing, and disseminating financial records.
- Have a dynamic personal character that inspires confidence in the FHFH mission.
- Have a “heart for service” and a passion for advancing organizational objectives.

Primary Responsibilities:

Affiliate Management

- Coordinate with volunteers, committees, and Board members to advance the goal of providing affordable housing for qualified families.
- Act as chief administrator to ensure that all organizational policies are carried out.
- Identify and capitalize on efficiencies that can direct more resources to the primary goals of FHFH.
- Provide regular reports and recommendations to the Board of Directors.

Financial Management and Resource Development

- Assume responsibility for the assets and financial affairs of the affiliate.
- Work with the Board of Directors and committees to prepare an annual budget.
- Along with the Board of Directors and various committees, work to increase donations and fundraising campaigns.
- Articulate and execute long- and short-term fundraising strategies.
- Identify, apply for, and manage appropriate grants.

Personnel Management

- Maintain a climate that attracts, retains, and motivates staff and volunteers.
- Hire, supervise, and evaluate paid and unpaid staff in the fulfillment of their job descriptions.
- Coordinate staff schedules to ensure the efficient operation of the affiliate.
- Have a strong working relationship with project leaders in both construction and repairs.

Community Relations

- Promote the visibility of the affiliate throughout the entire service area.
- Develop and cultivate strong relationships with community members, businesses, the faith-based community, civic groups, and local governments.
- Provide a welcoming presence both in the office and in the community.

Required Qualifications:

- Ability to acquire and maintain a deep understanding for the mission of FHFH
- Bachelor's degree or commensurate experience with a record of accomplishment in nonprofit organizations
- Highly motivated and results-oriented
- Excellent written and oral communications
- Familiarity with social communication networks
- Fluency in standard office technology

Preferred Qualifications

- Advanced degree in Social Science, Nonprofit Management, or related fields
- Managerial experience
- Proven track record of fundraising and resource development
- Experience with budgeting and resource management
- Fluency with budgeting software
- Experience with another Habitat for Humanity affiliate
- Proficiency with office computer programs such as Microsoft Word, Excel, and PowerPoint

Compensation:

Competitive salary and benefits will be based on qualifications and experience.

Habitat for Humanity of Florence is an Equal Opportunity Employer.

For further information, please contact Karen Earnshaw 541-999-8411 or 541-902-9227.

Letter of interest with resume may be mailed to:

Florence Habitat for Humanity

Attn: Karen Earnshaw

PO Box 3302

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