

Habitat for Humanity Gaston Job Description

Job Title:	CEO	Department:	Administration
Manager:	Board of Directors	FLSA:	Exempt
Approved By:		Approval Date	

Summary:

The Executive Director is the principal organizational leader of Habitat for Humanity Gaston. The Executive Director is responsible for envisioning, communicating and leading innovation and new approaches at Habitat Gaston to keep the organization viable, growing, and responsive to the needs of the community for affordable housing. He/she plans, develops, manages and communicates the strategic plan of Habitat Gaston. The Executive Director represents Habitat Gaston within the local community, promoting the mission of the organization, fundraising and overseeing the performance of Habitat for Humanity Gaston in accordance with policies, procedures, and the philosophy of Habitat for Humanity Board of Directors and Habitat for Humanity International.

Habitat Gaston's Expectations of All Employees:

Understands and promotes Habitat's vision, mission and guiding principles every day.

Projects a positive and respectful attitude that represents Habitat in a positive manner within the community at large and maintain a professional and respectful attitude when interacting with team members, clients, customers, volunteers and the public. Serves as a role model for team members, clients, and community partners.

Facilitates open communication with team members, clients, and community partners. Attends and participates in meetings, work groups, team meetings, committees, workshops, individual training, and training conferences and seminars when assigned.

Obtains a working knowledge of and comply with all HFH policies and procedures, including but not limited to, Personnel Policies and Procedures and Standard Operating Procedures.

Reports to work at scheduled times and maintains acceptable attendance records as outlined in Team Member Handbook.

Essential Duties and Responsibilities: *include the following. Other duties may be assigned.*

Financial

- Prepares the annual budget with Finance Manager and staff.
- Is responsible for the overall finances and fiscal controls.
- Implements a Resource Development Strategy for fund development, donor retention and recognition in conjunction with the Development Director.
- Is responsible for fund raising activities to ensure that the Affiliate has the resources needed to support its budget and strategic plan initiatives.

Board Relations:

- Manages Board of Director's member and committee nominations. Supports activities of Board of Director's committees.
- Work with Board President to set agenda, prepare for, and facilitate Board of Director monthly and annual meetings.
- Recommends to the Board changes to Affiliate policies and procedures for effective and economical operation and implements those changes within the Affiliate.
- Carries chief responsibility and ensures that legal obligations of the Affiliate are met in a timely manner and in

accordance with applicable laws and Habitat for Humanity International standards.

HFHI, Public and Community Relations:

- Interprets the function of Habitat to the community through direct involvement and public relations including personal contact, literature and the media.
- Represents the Affiliate in the community and serves as Affiliate liaison with other community, professional and social service organizations.
- Develops and maintains appropriate relationships with local coalitions, funding sources, supporters and donors including religious and corporate organizations; federal, state and local government units; other agencies whose mission is to provide affordable and decent housing.
- Provides positive visibility of Habitat for Humanity Gaston in the community.
- Build partnerships with sponsors, donors, encouraging volunteering and contribution of resources.
- Absorb special projects, including representing and presenting at statewide Habitat for Humanity conferences.

Affiliate Management

- Leads and develops the Development Department, Finance Department, the Volunteer Coordinator, Restore Manager Family Services and Construction Staff by providing clarity around roles and responsibilities of staff, develop consistent and rigorous standards for accountability and measurements of success.
- Stay informed of donation and grant statuses and advises as needed through weekly meetings with the Development Director
- Coordinate with the Development Director to ensure that all activities are carried out appropriately and within the guidelines of restricted gifts.
- Conduct regularly scheduled staff meetings and one-on-one meetings with direct reports to ensure initiatives are adequately communicated internally and affiliate goals are being met.
- Carefully assess, evaluate and organize Affiliate activities, create and implement policies to build more efficient workflow systems
- Strengthen internal communications among staff, volunteers, donors and constituents at all levels throughout the organization.
- Together with leadership team, staff and board members create the strategic plan and implement new processes and approaches to achieve it. Maintain the strategic plan as a living document and ensure that departmental goals are integrated with plan.
- Fully participate in the recruitment, interviewing and hiring process for leaders in the above-mentioned Departments. Also work to develop recruitment and hiring processes, and training and other development opportunities for all Affiliate employees.
- Foster teamwork and a positive work environment, through modeling, a positive and respectful work environment. Offers ongoing feedback and issues employee performance evaluations for direct reports.

Other Duties and Responsibilities:

Construction and Repairs

- Provide vision and guidance to create the look and design qualities of the neighborhood. Determine the overall character of the neighborhood related to the housing project, specs, paint colors and overall continuity of the community.
- Adapt to the real estate agents, architectural firms, and other community leaders to utilize the opportunities available through them to create a community that compliments the existing community and moves forward the standards of affordable housing.

- Visionary of what to try next related to determining the plans for future neighborhoods.
- Performs other duties as assigned and reasonably within the scope of duties enumerated above.

Supervisory Responsibilities: *Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include recruiting, selecting, orienting and training employees. Accomplishes staff job results by coaching, counseling, and disciplining employees; planning, monitoring and appraising job results; conducting training; implementing and enforcing policies and procedures. Develops schedules; assigning and monitoring work; implementing productivity standards, resolving operations problems, implementing new procedures.*

Finance Manager, Development Director, Restore Manager, Construction Manager, Family Services Staff and Volunteer Coordinator

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Bachelor's degree (B. A.) from four-year College or university
 5 years' experience working in a management capacity, ideally with a non-profit organization
 Retail or service-related experience preferred

Language Skills:

Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.

Reasoning Ability:

Ability to define problems, collect data, establish facts, and draw valid conclusions.

Certificates, Licenses and Registrations:

Valid US Driver's License

Other Skills, Abilities and Qualifications:

- Demonstrated experience as an effective leader with managerial skills.
- Demonstrated success and experience with fundraising
- Ability to establish, foster and maintain effective working relationships with the Board of Directors, employees, volunteers, community service agencies, the community and other non-profit organizations.
- Ability to read and understand financial statements
- Engaged in the community with an overall awareness of comparable organizations in the area.
- Comfortable speaking to individuals and large audiences on behalf of Habitat for Humanity.
- Basic understanding of housing construction, budgeting, planning and mortgage banking and low income housing is strongly preferred.
- In line with Habitat of Humanity, must be apolitical, open and accepting of all religions, races and socioeconomic levels.
- Positive can do attitude.
- Ability to work a flexible schedule including nights and weekends based on Affiliate needs

Employment Conditional upon the Results of the Following:

- Criminal background check to include: NC statewide criminal, nationwide record indicator, national sex offender registry and social security alert.
- Pre-employment drug screen.

Physical Demands: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

This position is regularly required to sit; use hands, fingers, handle, feel; talk or hear. Frequently stand; walk; sit; reach with hands and arms.

This position is occasionally required to lift up to 10 pounds.

Vision requirements include close vision, distance vision and the ability to adjust focus.

This position requires frequent driving to various locations, meetings, donors, and events.

Work Environment: *The work environment characteristics described here are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The work environment has a moderate noise level.

Reviewed By:			
Employee Signature:		Date:	
Print Employee Name:			
Manager Signature:		Date:	
Print Manager Name:			