



## EXECUTIVE DIRECTOR

**PURPOSE:** The Executive Director (“ED”) is responsible and accountable to the Board of Directors for the effective and efficient financial, operational and administrative management of Habitat for Humanity of Kitsap County (“Affiliate”). The Executive Director provides overall leadership for the affiliate in accordance with the mission, policies and objectives of the Affiliate Board of Directors (“Board”) to promote the overall vision, direction, welfare and growth of the Affiliate. The ED will supervise a diverse staff with accountability for the approved annual organizational budget. The ED will ensure that the whole organization runs smoothly and achieve its mission.

The Executive Director is an “at will” appointed position. An “at will” employee’s continued employment with the Affiliate is at the discretion of the Board of Directors and may have their appointment revoked at any time with or without cause and without right to appeal.

### KEY RESPONSIBILITIES:

#### *Affiliate Management, Administration and Oversight:*

- Has chief administrative responsibility of the Affiliate.
- Oversees and manages all Affiliate operations, including office/administrative functions, construction activities, family services activities, volunteer recruitment, fund raising and retail operations.
- Recommends to the Board changes to Affiliate policies and procedures for effective and economical operation of the Affiliate.
- Responsible for the implementation and execution of policies, procedures and directives adopted by the Board.
- Oversees the protection and maintenance of the Affiliate’s assets.
- Informs the Board by anticipating trends, recommending strategies and tactics for market corrections and is the champion of timely opportunities.
- Carries chief staff responsibility to ensure that legal obligations of the organization are met in a timely manner and in accordance with applicable law, legal obligations of the Affiliate and the Habitat for Humanity International covenant and guidelines.
- Reports all aspects of the Affiliate to the Board.

#### *Financial Management and Development:*

- Is accountable for all finances and fiscal controls.
- Prepares the Annual Budget for Board approval.
- Oversees Affiliate finances and cash flows to ensure strict compliance with approved budget.
- Oversees Affiliate finances, cash flows, uses and record keeping ensuring compliance with loans or grant requirements.
- Presents accurate monthly financial reports to the Board.
- Assures that there are adequate funds to support scheduled home construction.
- In conjunction with Resource Development Chair establishes a Resource Development Strategy plan document for fund development, donor retention, growth and recognition and aligns the plan with the Affiliate’s strategic plan.
- Actively work with major donors and oversees fund raising activities to ensure that the Affiliate has the resources needed to support its budget, growth, and fulfill its Strategic Plan and mission.

#### *Personnel Management and Human Resources:*

- Screens, hires and discharges Affiliate staff with approval of the Board.
- Implements and enforces Affiliate personnel policies.



- Supervises trains and provides direction to key staff in the performance of their duties, including determining staff job descriptions.
- Evaluates the performance of Affiliate staff members quarterly and annually establishing metrics that are tied to measurable results.

*Construction:*

- Oversees the Construction Supervisor and all construction activity to ensure construction of dwellings on schedule and within budget.
- Oversees the management of the Volunteers to build Affiliate's community involvement.
- Seeks out and procures building lots and/or development sites.
- Approves and ensures that required construction resources are available timely.

*HFHI, Public and Community Relations:*

- The ED is THE Affiliate's face in the market.
- Continually builds a positive image for the Affiliate through all of its activities.
- Maintains relations with HfHI, state, regional and local Habitat for Humanity Affiliates.
- In the support of the Board, positions the organization to the community through direct involvement and through public relations programs, including active personal contact and the media.
- Supervises media relations to support Affiliate mission and maintain good relations with all applicable media.
- Represents the Affiliate in the community and serves as Affiliate liaison with other community, professional, churches, faith-based 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 are providing affordable and decent housing.
- Provides positive visibility of Habitat for Humanity Kitsap County throughout the community.

*Family Selection and Support:*

- Oversees family selection conducted by staff.
- Oversees support activities conducted by staff to ensure fulfillment of the Affiliate mission.

*Board Relations:*

- Assists the Executive Committee in developing and recommending to the Board specific, written long and short-range plans for the development of the organizations programs and services.
- Provides support to the various Board Committees.
- Keeps Board informed of changes in the field of affordable housing relating to the HFH mission.
- Keeps Board informed of financial changes that impact funding, mortgages and revenue.
- In conjunction with the Executive Committee of the Board, sets the agenda for Board Meetings.
- Assists with recruiting members of the community to serve on the Board.
- Assists with new Board member orientation.

*Compensation:*

The position is a salaried position based on experience and qualifications. A limited benefits package is offered at the approval of the Board.

*Education:*

A Bachelor's degree in social services, business management, Human Resources or a related field.



*Experience:*

Five-years of supervisory or managerial experience in social service, business operations or related field.

*Essential required attributes:*

- Commitment to the Habitat for Humanity mission, principles and guidelines.
- Demonstrated leadership ability, strong financial and organizational skills.
- Strategic thinker.
- Experience in not-for-profit administration and financial management, including budgeting and personnel policies.
- Ability to communicate effectively both verbally and in writing with stakeholders.
- Basic understanding of house construction, budgeting, planning and mortgage banking and relevant laws, and low-income housing policies and issues.
- Comfortable with a flexible schedule. Some weekend work required.

*Demonstrated ability to:*

- effectively and efficiently manage projects with limited resources
- anticipate and lead change and growth
- lead development planning and execution in raising required funding
- intentionally and successfully build a donor network
- connect with potential grantors
- faith commitment
- work collaboratively with ad hoc committees
- servant leadership skills
- create effective networks with community services and governmental agencies
- familiarity of Habitat's mission
- utilize computers and other appropriate technology in support of Affiliate
- work effectively with volunteer boards and committees
- plan, analyze, evaluate, monitor and present budgets
- lead, teach, train and supervise people
- organize, plan and implement activities appropriate to organizational goals
- work effectively and comfortably within and among diverse populations
- lead effectively in crisis situations