

# Executive Director

The Executive Director is responsible for developing and maintaining, with the Board of Directors, a business model that produces exceptional mission impact and sustained financial health. The Executive Director provides overall operational leadership in achieving the organization's mission and directing the day-to-day operations of Habitat for Humanity of South Central Minnesota.

The Executive Director must be a strong advocate for Habitat's mission and aggressively pursue the long-term goals established by the Board. The overarching goal is to serve the needs of families in search of simple, decent and affordable housing.

## Key Areas of Responsibility

- I. Administration and Management (40%)
  - a. Oversee and implement policies and procedures for Habitat for Humanity of South Central Minnesota and its Restore. Responsible for public accountability of the organization and implementation of policies adopted by the Board.
  - b. Support board and implement goals and objectives determined by the board including preparing all required agendas and monthly reports for the Board and assisting in recruiting new board and advisory board members and conducting new orientation as required.
  - c. Recruit, hire, and train Habitat employees in compliance with all applicable state and federal employment laws. Actively supervise and evaluate employees reporting directly to the Executive Director. Establish and maintain highest levels of safety practices at all locations.
  - d. Ensure local affiliate is in compliance with requirements for all grants, applicable laws, and Habitat for Humanity International Quality Assurance guidelines
- II. Financial Management (20%)
  - a. Insure that all financial reporting meets acceptable financial practices and standards
  - b. In consultation with the Board and Finance Committee, prepare an annual budget for Board consideration and approval.
  - c. Assist the Board with long-term planning through the creation, implementation and timely updates to the Strategic Plan.
  - d. Take responsibility for adherence to the budget and maintenance of affiliate's financial solvency.
  - e. Authorize expenditures per direction of the board and consult with Treasurer on financial obligations as necessary.
  - f. Oversee the processing of employee payroll, including timely payment of payroll liabilities and reports to state and federal governments.
  - g. Securely maintain all operational and financial records of the affiliate.
  - h. Manage and implement asset recovery and other financing programs including affiliate mortgage sales.
- III. Community Relations and Resource Development (15%)
  - a. Actively network with local service agencies and nearby Habitat affiliates and maintain positive relationships with local government agencies. The goal is to increase the affiliate's profile by aggressively advocating for programs that reduce poverty housing.
  - b. Continually develop community support to increase donations and volunteerism. Foster and maintain healthy relationships with major donors and house sponsors, including regular follow-up with all current sponsors. Ensure all donations are acknowledged.
  - c. Actively work to expand the number of corporations and organizations that support Habitat.
  - d. Facilitate decision-making related to all Habitat special events and provide event support.
  - e. Oversee the application of appropriate grants and other funding opportunities.

- f. Develop and oversee all in-kind donation programs.
- g. Oversee the management of web sites and social media platforms.
- h. Develop, implement and manage statewide resource programs to assist the affiliate with increasing capacity. Such programs may include but not be limited to:
  - Federal Home Loan Program
  - United States Dept of Agriculture
  - Critical Home Repair Program
  - In-Kind donation and ReStore Sharing Program.

#### IV. Construction and Repairs (15%)

- a. Increase the number of qualified applicants in need of decent housing by working with Homeowner Selection Committee to conduct outreach, screening and selection of qualified applicants.
- b. Work with Homeowner Selection Committee to educate selected homeowners to ensure their compliance with Habitat's sweat-equity requirements.
- c. Coordinate with Homeowner Selection and Construction Committees to locate and secure appropriate properties for future builds and ensure appropriate design of Habitat homes.
- d. Work with the Construction Committee to support the selection, financing and repair activities of home repair projects.
- e. Support efforts to keep construction and repair of homes on schedule and within budget.

#### V. ReStore Operations (10%)

- a. Oversee the management of ReStore operations to achieve operating profit goals.
- b. Assist with developing strong marketing programs to increase quality and quantity of donations.
- c. With ReStore Manager, develop systems to move inventory from donations area to retail store.
- d. Develop effective policies for pricing and inventory management.

#### Qualifications

- Enthusiasm for and understanding of the mission of the Habitat for Humanity: to provide affordable housing to families in need.
- Demonstrated leadership abilities and strong organizational skills.
- Ability to establish, foster and maintain effective working relationships with the Board, staff, volunteers, the public, local government and community service agencies.
- Working knowledge of office applications: MS Office, Word, Publisher, Excel and Keystone.
- Minnesota driver's license, clean driving record and reliable transportation.
- Experience in managing websites and social media platforms.

#### Education, Specific Skills and Experience

- Bachelor's Degree in non-profit or business management, social services or related fields.
- Five years managerial experience with a non-profit or housing-related organization.
- Experience and demonstrated success in business or grant development.
- Familiarity with all aspects of home building, including current design requirements, code compliance, construction, financing and mortgage servicing.
- Demonstrated collaboration and partnership building skills.
- Strong interpersonal, written, and verbal communication skills.

**Submit applications to [Bill.Heidcamp@habitatscmn.org](mailto:Bill.Heidcamp@habitatscmn.org). Applications accepted until the position is filled.**