

## Verde Valley Habitat for Humanity Job Description

Verde Valley Habitat for Humanity (VVHFH) is a non-profit, inter-denominational Christian organization that was founded in 1995 to build simple, decent housing for qualified low-income families in the Verde Valley. This position serves as an advocate for Habitat while working to ensure the success of the organization's mission.

**Job Title:** Executive Director

**Job Summary/Role:** The Executive Director is the chief executive officer of Verde Valley Habitat for Humanity and is a non-voting member of the Board of Directors and the Executive Committee. The position reports directly to the Board Chair and the Board of Directors Executive Committee and shall have overall responsibility for the management of the affairs of the corporation. The role of the Executive Director is to develop, administer, coordinate, manage, and implement the policies and procedures as developed and approved by the Board of Directors of Verde Valley Habitat for Humanity.

The Executive Director provides overall operational leadership in achieving the organization's mission and directing the day-to-day activities of Verde Valley Habitat for Humanity. This is to be achieved in accordance with VVHFH's stated purpose and in such a manner that optimizes the desired results. He/She works with the Board of Directors in developing plans for achieving the organization's mission, strategy, annual goals and objectives, and then directs the staff and operational components of the organization toward the achievement of these goals. Must be able to articulate the organization's mission, principles, and goals. Must be organized, able to meet deadlines, and able to manage projects. Must possess the ability to work effectively with diverse groups of people. Responsibilities include fundraising, community relations and awareness-raising, financial management, strategic planning, staff supervision and leadership, and serving as a liaison with the Board of Directors.

**Qualifications:** Bachelor's degree from an accredited college or university and at least five years' experience in nonprofit management or other relevant management experience or any combination of education and experience equivalent to a bachelor's degree. Experience with non-profit organizations is preferred.

***Job Duties Include but are not limited to:***

***Administration***

- Holding chief administrative responsibility for public accountability of the affiliate
- Administering and managing the daily operations of the VVHFH office
- Administering policies set by the Board of Directors
- Authorizing expenditures within Board-approved operating budget
- Prepares and submits annual operating budget to finance committee and assists in development of final budget
- Ability to plan for and develop sources of funds
- Ability to provide financial leadership in allocation, use and leveraging of resources
- Responsible for managing homeowner mortgage payments according to established policies (delinquent payments, foreclosures, etc.)
- Ability to organize, plan, and implement activities appropriate to further organizational goals
- Establishing regular office hours and supervising Affiliate and ReStore staff and volunteers
- Provides leadership and direction for staff and volunteers
- Maintain a climate which attracts, keeps, and motivates staff and volunteers
- Effectively manage the day-to-day operations of the organization
- Overseeing proper maintenance of records and files to ensure confidentiality and legal compliance

***Fundraising and Public Relations***

- Developing and implementing fundraising plan
- Working with Public Information Committee in developing and implementing a public awareness strategy
- Representing Verde Valley Habitat for Humanity to interested communities, churches, businesses, groups, foundations, and community leaders
- Assisting with grant proposal writing
- Organizational fundraising
- Public speaking and public relations
- Building supportive and collaborative partnerships and relationships within the community

***Communication***

- Serving as the primary representative of the organization to the public in communicating the vision and mission with a sense of passion and commitment

- Serves as the primary communication link among the Affiliate office staff, board directors, Habitat for Humanity International, committees, staff, families in waiting, homeowner families, and volunteers
- Assist the Board of Directors in making fundamental decisions, preparing strategic plans, and creating/maintaining policies
- Assist the committee chairs and provide communication flow among committees, staff, volunteers, and the board as appropriate
- Monitors the progress of all committees and support their efficient operation
- As appropriate, attend committee meetings and assist committee members in completing their duties
- Assisting with orientation of new board members and creation of volunteer orientation and training program
- Establish and nurture good media relationships
- Oversee production of a newsletter and other publications and promotional materials
- Ensure the activities of the organization, its programs and goals are publicized
- Performs other duties and activities as directed by the Board of Directors to carry out the Affiliate's mission.

***Reports To:*** Board Chair and Board of Directors Executive Committee

***Requirements:*** Experience in non-profit administration and fundraising is essential. Excellent verbal and written communication skills are required. Applicant must be a self-starter who has the ability to interact well with partner families, board and committee members, volunteers, and the community at large. Flexibility in work hours and computer knowledge are important.

***Salary/Hours:*** This is a salaried 40 hour per week position working in a normal office environment and may require some additional evening and weekend hours. Occasional travel is required. Salary is commensurate with experience and education. VVHFH is an equal opportunity employer.