## **Job description**

**Executive Director**

**Job Summary**:

Habitat for Humanity of Madison and Clark Counties (The Affiliate), located in Richmond, Kentucky, is a Christian based community service organization whose mission and ministry is to join with low-income families and other community partners to provide homeownership opportunities and build communities of hope as an expression of God’s love.

**In support of the mission of HFHMCC, the Executive Director will have the following responsibilities and duties:**

*General Administration & Responsibilities:*

* Administers the Habitat office, its paid and volunteer staff and works directly with the President and board regarding administrative decisions/changes. Paid staff is comprised of Executive Assistant/Payroll Coordinator, Volunteer Coordinator, Fund Development Coordinator and Construction Manager (future position).
* Oversee orientation, training, evaluation and nurturance of staff and volunteers.
* Manages employee performance by providing direction, supervision and personal development in the performance of their duties, including regular reviews of their performance plan.
* HFHMCC has two Restore location, Richmond and Winchester, for which the Executive Director acts as the General Manager of the ReStore Managers (2) and their staff, including store activities, marketing, budget compliance and personnel.
* Works with and stays informed of the activities of affiliate committees. Serves in an ex-officio capacity on all committees except Personnel and Nominating. Promotes and nurtures involvement of volunteers in the work of the board and its committees.
* Assisting Treasurer in preparing annual budget, then presenting the Board with the budget, for their approval.
* Interact with the finance committee to ensure completion of audits and other financial activities.
* Authorizing expenditures within Board-approved guidelines. Work with Executive Assistant and contracted accountants to ensure income and expenses are attributed to the proper account.
* Assures responsible management of the affiliate’s assets and physical facilities.
* Overseeing proper maintenance of records and files to ensure confidentiality and legal compliance. Maintain confidential employee and Partner Family applicant records for the affiliate and its subsidiaries.
* Organize new construction projects as well as repair projects such as Rock the Block and a Brush with Kindness.
* Works to submit all regular reports to various Federal and State granting agencies, as well as Habitat International.
* Act as the primary contact to Habitat International and maintain a good working relationship with Habitat International.
* Work with Board President to review, update, and create affiliate policies and procedures that are in compliance with HFH International and work closely with Board President to ensure HFH International and affiliate policies are faithfully maintained by the board, committees and staff.
* Work with Board President to set monthly meeting agenda for both the Executive Committee and the Board meeting (every 2 months) and compile all data needed and transmit this to all members.

*Fundraising and Public Relations:*

* Assist the Board with the development of short and long range strategic plans and the development of resources to implement these plans.
* Assist the Board, Fund Development Coordinator and Development Committee in developing and implementing its fundraising plan and budget.
* Plays key role in resource development, including assurance of affordable housing grant application and compliance, positive corporate sponsor relationships, special event effectiveness, and effectiveness of development plan and implementation overall.
* Responsible for working with staff & Board in developing and implementing a public awareness strategy.

*Communication:*

* Representing the Affiliate to interested communities, churches, businesses, groups, foundations, and community leaders.
* Serving as the primary communication link among the regional office, board members, committees, staff, families in waiting, homeowner families, and volunteers.
* Assisting with orientation of new board members and volunteers

***Other duties as assigned***

**Qualifications:**

* Bachelor’s Degree, or significant life experience
* Excellent business acumen
* Experience in non-profit administration and fundraising is essential
* 5+ years of management experience preferred
* Must be a self-starter
* Habitat for Humanity or other non-profit housing development organization experience preferred
* Experience working with affordable housing efforts, whether in construction, planning and/or serving those persons who are economically disadvantaged
* Excellent oral and written communication skills, with the ability to inspire support and engagement

**Hours and Compensation:**

40-hour per week salaried position that also requires additional evening and weekend work, in-office and on job sites. Benefits include paid vacation and holidays, sick leave, health insurance and a voluntary retirement savings plan (403 (b) Savings Plan).

Commensurate with experience and education, $60,000-$70,000 range.

**How to Apply & Deadline:**

Please submit your resume’ to [bryan@habitatmadisonclark.org](mailto:bryan@habitatmadisonclark.org) by the close of business, March 1, 2024.

HFHMCC is an equal opportunity employer.

Mission: Seeking to put God’s love into action, Habitat for Humanity brings people together to build homes, communities, and hope.

Vision: A world in where everyone has a decent place to live

Values: We take initiative in the excellent pursuit of goodness, generosity, and gratitude