

Position Title: Executive Director

Reports to: President of the Board of Directors

Status: Full-time, 40 hours per week, Exempt

Summary & Purpose

The Executive Director provides overall operational leadership in achieving the organization's mission and directing the day-to-day activities of HFHCL. He/She works with the Board of Directors to develop a plan for achieving the organization's strategy, annual goals and objectives, and then directs staff towards the achievement of these goals. 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.

Job Duties & Responsibilities

1. General Administration
 - a. Act as the Chief Administrator responsible for financial, operational and administrative performance.
 - b. Develop, implement and communicate strategic vision.
 - c. Propose goals and strategies for growth.
 - d. Work with staff to design and implement action plans.
 - e. Identify resources needed to achieve goals and timelines for securing them.
 - f. Provide strong leadership, visibility and highest representation of the Habitat mission to the Community.
 - g. Facilitates Covenant Projects with faith communities, businesses and other groups.
 - h. Insure positive communications and relations with constituents and staff.
 - i. Establish office procedures, guidelines and performance standards.
 - j. Insure that HFHCL complies with Oregon state law governing non-profit charitable organizations, consults with the Corporation's legal advisor concerning legal issues raised by the Corporation's operations and reports same to the Board of Directors.
 - k. Acknowledge and abide by all Federal and State laws regarding the prohibition of any discrimination on the basis of age, gender, marital status, race, creed, color, religion or physical, sensory or mental handicap or disability.

2. Financial Management

- a. Responsible for the development and maintenance of sound financial practices.
- b. Establish responsibilities and procedures for attaining objectives, revising plans and budget as appropriate in accordance with the current conditions.
- c. Direct and coordinate formulation of financial programs to meet funding needs for new and continuing operations, including oversight of all fundraising efforts.
- d. Review staff activities and financial statements to determine progress and status in attaining objectives.
- e. Recommend yearly budget for Board approval and prudently manage the affiliate's resources within those budget guidelines.
- f. Approve all operational and building expenditures.
- g. Monitor the administrative cost to total cost and act to ensure the ratio is kept at a level consistent with budget guidelines.
- h. Be responsible for homeowner mortgage payment issues. Coordinate purchase and sales meetings as well as closing on all homes.
- i. Ensure that adequate funds are available to permit the organization to carry out its mission. This includes development of a fundraising plan.

3. Board Support

- a. Work with Board President to prepare an Agenda for Board Meetings.
- b. Assist Board of Directors in making fundamental decisions, preparing strategic plans and creating/maintaining policies.
- c. Work with Board leadership to maintain the size and quality of board membership, including identifying and recruiting new members, and retaining existing members by providing excellent support.

4. Community Relations and Resource Development

- a. Serve as the primary spokesperson for the affiliate.
- b. Engage in networking opportunities to build relationships with supporters.
- c. Establish and nurture good media relationships.
- d. Ensure that the activities of the affiliate, its programs and goals are publicized.
- e. Meet with donors and prospective donors to share the work of the affiliate and support successful fundraising.
- f. Seek, apply and oversee grants.

Knowledge, Skills & Qualifications

1. General
 - a. Has an understanding of and commitment to the mission of HFHCL.
 - b. Ability to establish, foster and maintain effective working relationships with the Board of Directors, staff, volunteers, the public, local City government and community service agencies.
 - c. Excellent verbal, interpersonal and written communication skills.
 - d. Ability to create a long-term vision and provide leadership.
 - e. Ability to synthesize complex and diverse information.
 - f. Knowledge of fundraising principles and processes and the ability to develop relationships with potential donors and grantors.
 - g. Ability to be a good listener and be able to engage in well-considered discussions.
 - h. Knowledge of mortgage procedures.
2. Required Qualifications
 - a. A Bachelor's degree in Public Relations, Business, Marketing, Nonprofit Administration or related field
 - b. Five or more years work experience in a nonprofit or community based organization.
3. Preferred Qualifications
 - a. Experience managing or supervising a staff of two or more employees.
 - b. Experience creating and managing a budget for an organization or department.
 - c. Documented success leading an organization, program or department through transition and growth.
 - d. Experience in a nonprofit with a housing related mission.
 - e. Experience in nonprofit community relations.
4. Salary
 - a. Commensurate with experience and education.
5. Hours and Compensation.
 - a. 40-hours per week salaried position that also requires additional evening and weekend work.
 - b. Benefits include paid vacation and holidays, sick leave, and employee medical.