

Position Description: Executive Director - Haywood Habitat for Humanity

Leadership / Planning:

- Develop and maintain a strong Haywood Habitat Board that understands and performs its key leadership and governance responsibilities.
- Provide administrative support to the Board in scheduling meetings, ensuring quality reporting, and maintaining accurate records on governance proceedings.
- Collaborate with the Board in the shared leadership role of building and implementing the agency vision statement, mission statement, strategic goals, and organizational values.
- Collaborate with the Board on setting policies and strategic thinking approaches that will keep the leadership focus on its strategic initiatives.
- Lead the staff and stakeholder implementation of the strategic planning vision, mission, goals and values.
- Provide for a culture that results in quality staff teambuilding that also carries over to the extended team of volunteers, new homeowners, and business / funding partners.
- Establish and evaluate key performance metrics that define the outcomes, outputs, and qualitative indicators that are most critical to a high-performing Habitat organization.

Management / Administration:

- Provide for the oversight of all administrative, management, and supervisory functions that are critical to being a highly effective and efficient organization.
- Establish staff position description and performance evaluation instruments that will establish accountabilities and measure staffing performance.
- Ensure that the agency is in full compliance with all applicable laws, regulations, and standards set by the federal, state, and local government, and by Habitat International.
- Ensure that there is a quality workplace environment, progressive employer practices, and a culture of fairness, equity, and inclusion.
- Manage the preparation of the annual operating plan and budget and monitor the progress on implementation for both the core initiatives and ReStore.
- Manage the ReStore retail outlet including, but not limited to, building occupancy and management, vehicle maintenance, materials storage, and tax collection and remittance.
- Provide for the evaluation of staff training and professional development needs and schedule training that will meet those needs.
- Manage all aspects of information technology and software and ensure that all staff have the necessary training to effectively utilize the technology and software.

Marketing / Communications / Advocacy:

- Communicate effectively and often with the Board, staff, business partners, funding contributors, and homeowner clients.
- Advocate for the mission and goals of Haywood Habitat as well as providing for advocacy leadership for other affordable housing issues and organizations in the County.
- Marketing and branding of a positive image of Haywood Habitat that addresses the many public values served, the impact to the County, and the lives of residents that are changed.
- Ensure that the website, social media channels, and newsletters are regularly updated, monitored, and managed.

- Communicate Christian values and ideals without proselytizing a condition that homeowners much adhere to or convert to a particular faith.

Education / Capacity-building:

- Provide for the evaluation of staff training and professional development needs and schedule training that will meet those needs.
- Schedule Board training that will advance their governance and leadership roles and responsibilities and provide for new member orientations.
- Select the new homeowners for participation in the Habitat program, including consideration for full compliance with fair housing laws.
- Provide for new homeowner capacity-building in areas such as financial literacy, budgeting, and home maintenance to provide a foundation for long-term success as a homeowner.
- Provide volunteers with the training needed to expand their construction skill sets and their general knowledge of housing construction.
- Provide volunteers with the training needed to assist with the operations and retail sale at the ReStore retail outlet.
- Expand and maintain a quality corps of volunteers to meet the many construction skill sets needed for homebuilding

Fundraising / Financing:

- Develop and implement broad fundraising strategies and initiatives for donations and investment capital from individuals, foundations, and lending sources.
- Expand and diversify revenue-generating and fundraising activities and sources to ensure the long-term business sustainability of the agency.
- Build partnerships with other affordable housing providers that may result in the opportunity to launch larger scale, mixed-income or mixed-use, developments.
- Conduct the underwriting of all mortgage loans and provide for the oversight of outsourced mortgage servicing.
- Provide for and interpret financial reports and budgets that meet the expectations of the Board, business partners, and lenders.
- Provide for the annual financial audit engagement and coordination as well as the resolution of audit findings or issues.

Development Preparation:

- Lead the strategic initiative to identify, acquire, and prepare future sites for the construction of Habitat homes.
- Provide for the housing construction oversight, management, and scheduling that will ensure high quality housing production.
- Maintain quality relationships with the funding / lending partners that will ensure an available funding stream for development financing.
- Maintain quality relationships with the governmental entities that will regulate land development standards, zoning, utilities, and building codes.

Key Knowledge, Skills, and Abilities: Executive Director – Haywood Habitat for Humanity

Leader that will inspire, influence, and motivate the Board, staff, residents, and other stakeholders to achieve the mission and vision for excellence and to achieve the outcomes expected by stakeholders.

Manager that will maximize the use of resources and engage staff to provide for efficient management of programs, services, retail operations, and housing construction to be a Habitat high-performer.

Visionary, strategic planner that will collaborate with stakeholders to lead the shared vision, mission and goals and provide for implementation approaches that will result in intended outcomes.

Developer that understands the real estate development process and that can facilitate the site acquisition, site development, and financing for quality Habitat residential environments.

Construction manager that understands the construction management process and that can provide the general oversight to staff and volunteers on all aspects of housing construction.

Interpersonal abilities to build cohesive teams, ensure that all stakeholders are respected and valued, and relate effectively in diverse groups and environments (political, economic, ethnic, gender, etc.).

Business orientation and acumen that will increase revenues, provide a business plan for sustainability, provide for a business culture within the agency, and design performance metrics.

Financial orientation and acumen that will provide for the strong financial health of the agency and that will provide the expertise for mortgage originations and outsourced mortgage servicing oversight.

Fundraiser that can build and maintain quality relationships with a diverse fundraising pool that includes individuals, foundations, corporate partners, etc.

Housing passion that will energize the staff and stakeholders to be strong affordable housing advocates and leaders and to be empathetic to the needs and issues of homeowners and volunteers.

County engager that will network to achieve the housing mission, build partnerships with affordable housing partners, and collaborate with the business, governmental, lending and foundation sectors.

Communicator / relationship builder that has the interpersonal skills and values for two-way trust, communications, teambuilding and interaction with the Board, staff, residents, and other stakeholders.

Change agent that will help the agency to proactively adapt to changing conditions related to factors such as the political, demographic, economic, technological, and internal cultural environment.

Marketer that will achieve positive public relations, imaging, transparency and advocacy for the agency, its mission, ReStore, and its homeowner clients as well as build positive relationships with the media.

Critical thinker / decision-maker that will understand complex issues, act decisively, be appreciative and respectful of diverse perspectives and cultures, and strive to build consensus out of diverse opinions.

Qualifications: Executive Director – Haywood Habitat for Humanity

A minimum of a Bachelor's degree preferable in business administration, public administration, organizational Management or a closely related field.

A minimum of six years of progressively responsible experience with an affordable housing organization in the nonprofit, private, or public sectors.

Candidates with an exceptional academic or experience background that compensates for an academic or experience deficiency may still be considered at the discretion of the Haywood Habitat Board.

Residency in Haywood County is preferred.