

## **Solano-Napa Habitat for Humanity Executive Director Position Description**

### **Solano-Napa Habitat for Humanity Mission Statement:**

We bring people together to build decent, affordable homes and empower families through home ownership.

### **Position Purpose:**

The Executive Director (ED) is responsible for leadership and management of the organization. The ED reports to and is supported by the Board of Directors. The ED will partner with the Board and staff in the development and modification of the strategic plan to ensure the affiliate's long-term effectiveness. The ED has primary responsibility for implementation of the strategic plan. To implement the strategic plan, it is expected that the ED will engage the community in the mission of Solano-Napa Habitat (SNHfH), build the organizational infrastructure and increase fund development, among other activities.

### **Essential Functions of Position:**

#### **Organizational and Program Planning**

- Ensures that SNHfH continues to pursue a feasible, long-range strategy for achieving its mission and makes consistent, timely progress toward mission fulfillment.
- Leads the development of strategic goals and objectives with the Board and paid/volunteer staff.
- In collaboration with the Board Finance Committee chaired by the Board Treasurer, oversees the development of the annual fund development program and operating budget and obtains Board approval.
- Fosters the development of an effective, collaborative management team.
- Leads the creation of programs that optimize the success of homeownership and contribution to community health.

#### **Board of Directors**

- Works with the Board of Directors to create a strong management team that can effectively further the mission of SNHfH.
- Keeps the Board informed on the condition of the organization, and other issues important to the program of work.
- Establishes and maintains timely reporting to the Board on the financial condition, human resources issues, and progress of project planning and construction.
- Together with the Board officers, conducts official business of the organization and executes legal documents, in accordance with the organization's bylaws.
- Works with the Board to coordinate new Board members' nomination, selection, and orientation.

#### **Community Relations & Development**

- In collaboration with the Board, promotes the goals and objectives of SNHfH before government agencies, business entities, nonprofits, faith groups, civic organizations, the media, and other groups.
- Represents SNHfH in its business relationships with all outside entities.
- Assumes responsibility for negotiating agreements and consummating business transactions in accordance with policy, including oversight of the ReStore operations.
- Establishes strategic relationships and cooperative arrangements with community groups and organizations, designed to strengthen the neighborhoods in which we build.

#### **Fundraising and Public Relations**

- In collaboration with the Board, develops realistic, ambitious fund development plans for programs and general operations, encouraging and supporting participation of paid and volunteer staff and Board.
- Manages fund development strategy.
- Oversees, supports, and encourages paid and volunteer staff fund development activities.
- Supports and encourages Board of Directors' fund development activity.
- Positions SNHfH as a visible resource for the media on matters of affordable housing, environmentally sustainable housing, and community development.

#### **Finance**

- Ensures that SNHfH continues to operate in a fiscally responsible manner, and maintains adequate funds to permit the organization to carry out its work.
- In collaboration with the Board Treasurer, oversees all financial management and reporting, including the oversight and operation of the ReStore, monthly reporting to the Board for review and approval, and annual reports and independent audits.
- Monitors organizational cash flow, authorizes expenditures within the budget and in conformance with the organization's bylaws; and advises the Treasurer and the Board of budget concerns.
- Directs the research and development of alternative sources for financial growth and long-term fiscal stability of organization.

#### Administration

- Oversees a program to recruit, support, provide leadership for, evaluate and retain appropriate paid/volunteer staff.
- Ensures that paid and volunteer staff is effectively engaged to meet organizational needs and priorities.
- Promotes active, ongoing participation by volunteers, including support for effective construction, community development, and operating committee work.
- Encourages paid and volunteer staff development and education.
- Ensures that SNHfH's physical office, and warehouse facilities are adequate and effective to achieve our work.
- In collaboration with the ReStore Manager, oversees the financial reporting and financial operation of the ReStore.
- Oversees the maintenance of official records and documents.
- Ensures timely compliance with federal, state, and local regulations and reporting requirements, and SNHfH bylaws.

#### Homeowner Development

- Oversees the management of the homeowner selection, escrow, and payment process.
- Guides and supports the homeowner selection process and the operation of the Family Selection Committee.
- In collaboration with the Family Selection Committee, supports homeowner resource programs.

#### Project and Construction Management

- Oversees, supports, and coordinates staff on project acquisition, planning, design and project construction strategies, and schedule.
- Coordinates project strategies with community development strategies,
- Investigates alternative methods of acquiring land and resources and project delivery.

#### Responsibility and Decision-Making Authority

- In collaboration with the Board, leads SNHfH's efforts to secure sufficient commitments and donations from individuals, foundations, corporations, the faith community, and government entities to create a self-sustaining flow of funds for project realization.
- Serves as SNHfH's primary spokesperson, maintains and improves our position as a recognized leader in the community.
- Leads SNHfH's efforts to provide sufficient support systems for successful transitions and continued success in home ownership.
- Positions the organization for significant growth in housing production levels, while maintaining the balance between resources and objectives.
- In collaboration with the ReStore Manager, ensures the ReStore has effective operating and cash flow management
- Provides information, advice and counsel to the Board, Board committees, and Board President.
- Develops a collaborative work environment to effectively meet SNHfH's goals and objectives.
- Fairly and effectively manages SNHfH volunteer and paid staff.

#### Knowledge, Skills and Abilities:

- Knowledge of nonprofit administration and fund raising.
- Knowledge of Human Resources practices and procedures.

- Knowledge or familiarity with applicable governmental regulations.
- Knowledge of residential construction practices.
- Knowledge or familiarity with retail sales operations and retail accounting principles.
- Excellent verbal and written communication skills.
- Good problem-solving skills.
- Strong negotiating skills.
- Must have detail-oriented skills but can work independently.
- Effective interpersonal skills working with volunteers and staff.
- Ability to speak in public.
- Ability to create a team environment.
- Ability to develop and work with major donors and communicate effectively and professionally with them.
- Ability to relate effectively with religious, political, business and all communities.
- Ability to utilize technology to achieve the goals of the organization.
- Ability to navigate in and around home-construction work sites.
- Ability to travel when needed both within the affiliate and neighboring affiliate regions.

**Education, Training and Experience:**

A college degree is required, preferably in Business Administration, Public Relations, Human Resources or another related field. A minimum of 3 years of related experience required. Experience in nonprofit administration, fund raising and grant procurement is desired. Familiarity with housing development, housing issues, mortgage financing and retail operations is an asset.

**Equal Opportunity Employer**

SNHfH provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran, in accordance with applicable federal, state and local laws. SNHfH complies with all applicable state and local laws governing non-discrimination in employment. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.