

**Solano-Napa Habitat for Humanity
Chief Operating Officer
Job Announcement**

Job Title: Chief Operating Officer

Position Description: The Chief Operating Officer (COO) reports directly to the Executive Director (ED) and provides key leadership in all program areas. This position serves as second-in-command for the affiliate and functions as the person-in-charge in the absence of the ED. This position oversees the day-to-day running of the affiliate and manages staff in all areas including construction, deconstruction, ReStore and community outreach which includes volunteer services. The person in this position oversees Human Resources for the affiliate.

Time Commitment: This is a full-time exempt position requiring flexibility to work evening and weekends as needed for meetings and special events. The COO will work at least five days a week, Monday – Friday (40-hour work week with 8-hour days).

Salary Range: \$70,000 - \$85,000 per year.

Benefits: Eleven paid holidays per year, 80 hours of paid vacation, participation in Kaiser Health or Western Health Plan, 8 hours of sick leave per month.

Job Requirements:

- BA or BS preferably in Business Administration, Public Relations, or Human Resources.
- Minimum of 3 years in a management position.
- Knowledge of organizational effectiveness and operations management.
- Ability to develop annual business plans supporting HFH strategic goals.
- Ability to develop and manage construction budgets, schedules, and costs.
- In collaboration with the ReStore manager, develop annual sales and profitability targets.
- Excellent verbal and written communication skills.
- Strong problem solving and negotiating skills.
- In collaboration with the Community Outreach Coordinator, create orientation and training programs for skills upgrades for staff and volunteers.
- Must pass all required background checks.

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.