



## Job Description

# Executive Director

**Reports to:** Board of Directors

## Summary

The Executive Director is accountable to the Board of Directors for the financial, operational, and administrative management of Dubuque and Jackson County Habitat for Humanity. The Executive Director accepts the objectives and policies set by the board, in addition to the covenant, mission and vision of Habitat for Humanity and is a leading advocate for the organization and affordable housing across the service area.

**Time and Travel:** This is a full-time exempt, salaried position. At times, this position will require occasional evening and weekend hours. Travel is expected within the organization's service areas.

All staff participate in our mission and vision.

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

***Our Vision:*** A world where everyone has a place to live.

**This position requires a valid driver's license and the ability to pass the following background checks: criminal history, sex offender, and the organization's insurance required driving records background check.**

## Required Skills and Education

- A minimum of 5 years of successful experience in a direct leadership or management role.
- Experience with non-profit fund development. This includes grant writing/grant administration, successfully leading a fundraising campaign, and relationship management with major corporate and individual donors.

- Experience with non-profit financial management, including but not limited to profit and loss statements, balance sheets, budgeting preparations, and audits.
- Ability to manage multiple projects and initiatives at the same time.
- Excellent verbal and written communication skills. Must have the ability to speak in public, effectively sharing the mission and vision in the community.
- Effective and comfortable communication skills within and among diverse populations.
- Proficiency in basic computer skills including Microsoft Word, Excel, Outlook, PowerPoint, and virtual platforms such as Zoom and Microsoft Teams. Learn new technology as implemented.

## Preferred Skills

- Direct experience with non-profit leadership.
- Experience working with a Board of Directors.
- Understanding of mortgage regulations and real estate documents.
- Understanding of basic construction techniques, construction budgeting, scheduling, and planning.

## Key Job Responsibilities

### Fundraising & Community Relationships

- Represent Habitat for Humanity in the community and be an advocate for affordable housing and the Habitat mission. Serve as the primary spokesperson for the organization.
- Work closely with the board of directors to create an annual fund development plan that will sustain the goals of the organization.
- Develop and maintain appropriate relationships with local coalitions, media, supporters, and donors including individuals, corporate, religious, governmental units, and other organizations whose missions align with Habitat's work.
- Collaborate with the board of directors to solicit major gifts, including identifying and developing major corporate, religious, and individual donor relationships.
- Seek, apply for, and oversee grants.

### General Administration

- Act as the Chief Administrator responsible for managing all aspects of the organization's operations. This includes but is not limited to construction, volunteer engagement, fundraising, public relations, family selection and mortgage regulations. Maintaining effective office procedures, guidelines, and performance standards.
- Recruit, develop, and retain high performing and engaged volunteers to serve on various committees. Provide direction to volunteers in the performance of their committee duties, including determining committee "job" descriptions.
- Attract, hire, develop, and retain high performing and engaged employees. Create a culture of inclusion among team members. Provide direction to team members in the performance of their duties, including determining staff job descriptions. Ensure annual performance reviews for all employees. (Employees may be added per a board approved strategic plan.)
- Implement board approved policies and procedures. Assist the board in the proper review and revisions of required and best practice policies per Habitat for Humanity International standards of operations.
- Ensure the organization remains in good standing with Habitat for Humanity International requirements, Habitat for Humanity of Iowa requirements, all donor requirements and adheres to all local, state, and federal laws and regulations.

### Financial Management

- Works closely with the accounting firm and ensures the accountant has all the required items and documentation to adequately represent the financial statements of the organization.
- Must know and understand the complete financial health of the organization. Responsible for the adherence and maintenance of sound financial practices that are developed with the board.
- Ensure that adequate funds are available to permit the organization to carry out its mission. Works closely with the accountant, finance committee, and board of directors to prepare the annual organizational budget; ensure the organization operates within the budget guidelines. Provide the board with the budget for actual expenses throughout the year, as well as other required financial statements including an annual financial audit.
- Work closely with the board treasurer to provide financial training to all new board members, ensuring each board member understands the fiscal responsibility of being on the board.

- Responsible for understanding Iowa mortgage laws and regulations. Ensuring the organization meets all requirements for residential real estate and mortgage lending.

### Support Board of Directors

- Assist the Board of Directors in the creation and implementation of a strategic plan.
- Clearly communicate to the Board of Directors the activities, successes, and challenges of the organization.
- Assist the board in making fundamental decisions, setting policies, preparing strategic plans including long and short-term goals for developing the organization’s programs and services.
- Actively participate in board meetings. Assist the Board President in the creation of board agendas and supporting documents.
- Work with the board to recruit, nominate, and train new board members.
- Work with the board to establish which decisions should require board involvement and which decisions can be made by staff and committees.

All other duties assigned.

**Salary: \$65,000 – commensurate with experience.**

**Benefits: PTO, paid holidays, and options for contributions toward health coverage.**

Please submit a letter of application and your resume to [director@habitatdjc.org](mailto:director@habitatdjc.org) with ED APPLICATION in the subject line. We will begin reviewing applications on 14 February and will continue accepting applications until we hire.

<b>Job Title:</b> Executive Director	<b>Employment Status:</b> Full-Time
<b>Department:</b> Affiliate	<b>FLSA Status/Pay Basis:</b> Salary
<b>Reports to:</b> Board of Directors	
<b>Date Revised:</b> 26 February 2024	<b>Supervises:</b> N/A