



EXECUTIVE DIRECTOR JOB DESCRIPTION HABITAT FOR HUMANITY of OSHKOSH, INC.

POSITION OVERVIEW

The Executive Director is responsible and accountable to the Board of Directors for the effective and efficient financial, operational and administrative management of Oshkosh Habitat for Humanity. The Director provides overall leadership for the affiliate in accordance with the mission, policies and objectives of the affiliate Board of Directors to promote the overall vision, direction, welfare and growth of the affiliate. The ED will supervise a diverse staff with accountability for an organizational budget of one-half million dollars.

KEY RESPONSIBILITIES

Affiliate Management, Administration and Oversight:

- Oversees and manages all Affiliate operations, including office/administrative functions, construction activities, family services activities, volunteer recruitment, fund raising and retail operations.
- Recommends to the Board changes to Affiliate policies and procedures for effective and economical operation of the Affiliate.
- Responsible for the implementation and execution of policies, procedures and directives adopted by the Board.
- Has chief administrative responsibility of the Affiliate.
- Oversees the protection and maintenance of the Affiliate's assets.
- Carries chief staff responsibility to ensure that legal obligations of the organization are met in a timely manner and in accordance with applicable law, legal obligations of the Affiliate and the Habitat for Humanity International covenant and guidelines.
- Reports all aspects of the Affiliate to the Board.

Financial Management and Development:

- With the Executive Committee, prepares the Annual Budget for board approval.
- Oversees Affiliate finances and cash flows to ensure compliance with approved budget.
- Approves monthly financial reports before presentation to the Board.
- Is accountable for all finances and fiscal controls
- In conjunction with Resource Development Chair establishes a Resource Development Strategy for fund development, donor retention and recognition.
- Oversees fund raising activities to ensure that the Affiliate has the resources needed to support its budget and fulfill its Strategic Plan and mission.

Personnel Management and Human Resources:

- Screens, hires and discharges Affiliate staff.
- Implements and enforces Affiliate personnel policies.
- Supervises, trains and provides direction to key staff in the performance of their duties, including determining staff job descriptions.



- Evaluates the performance of Affiliate staff members no less frequently than annually.
- Provides overall control and direction for the personnel function of the organization.
- All Affiliate staff are accountable to and report directly or indirectly to the Executive Director.

Construction:

- Oversees and directs the Construction Supervisor and all construction activity to ensure construction of dwellings on schedule and within budget.

HFHI, Public and Community Relations:

- Maintains relations with HFHI, state, regional and local Habitat for Humanity Affiliates.
- In the support of the Board, interprets the function of the organization to the community through direct involvement and through public relations programs, including personal contact, literature and the media.
- Supervises media relations to support Affiliate mission and maintain good relations with all applicable media.
- Represents the Affiliate in the community and serves as Affiliate liaison with other community, professional and social service organizations.
- Develops and maintains appropriate relationships with local coalitions, funding sources, supporters and donors including religious and corporate organizations; federal, state and local government units; other agencies whose mission is to provide affordable and decent housing.
- Provides positive visibility of Oshkosh Habitat for Humanity in the community.

Family Selection and Support:

- Oversees family selection and support activities conducted by staff to ensure fulfillment of the Affiliate mission.

Board Relations:

- Assists the Executive Committee in developing and recommending to the Board specific, written long-and-short-range plans for the development of the organizations programs and services.
- Provides support to the various Board Committees.
- Keeps Board informed of changes in the field of affordable housing relating to the HFH mission.
- In conjunction with the Executive Committee of the Board, sets the agenda for Board Meetings.
- Assists with recruiting members of the community to serve on the Board
- Assists with new Board member orientation.

Preferred Job Requirements:

- The position is a salaried position which includes duties on weekends when necessary.

Education:

- A Bachelor's degree in social services, business or nonprofit management, human resources or a related field.



Experience:

- Five years of supervisory or managerial experience in social service, non-profit, business operations or related field.

Preferred attributes:

- Commitment to the [Habitat for Humanity mission](#), principles and guidelines.
- Experience in not-for-profit administration and financial management, including budgeting and personnel policies.
- Fundraising experience.
- Ability to communicate effectively both verbally and in writing.
- Basic understanding of house construction, budgeting, planning and mortgage banking and relevant laws and low-income housing policies and issues.
- Demonstrated leadership ability and strong organizational skills.
- Ability to:
 - effectively manage projects
 - lead change and growth
 - utilize computers and other appropriate technology in support of Affiliate
 - work effectively with volunteer boards and committees
 - plan, evaluate and monitor budgets
 - lead, teach, train and supervise people
 - organize, plan and implement activities appropriate to organizational goals
 - work effectively and comfortably within and among all diverse populations
 - lead effectively in crisis situations

APPLICATION

Interested applicants should email a resume and cover letter to:

Habitat for Humanity Board of Directors
edsearch@habitatoshkosh.org

No phone inquiries. Questions and inquiries will be accepted via email.

Deadline for submission is Friday, February 17, 2012.