

Executive Director Position Description Habitat for Humanity of Cape Cod

The Opportunity

The Executive Director (ED) will assume leadership of a highly respected, well-run, and financially stable affiliate of Habitat for Humanity International. The ED, who reports directly to the Board of Directors, works with the Board to develop a strategic plan and policies, the annual budget, and fundraising strategies. The ED is responsible for the well-coordinated implementation of agreed upon plans and programs and for providing for the careful stewardship of organizational resources; this includes the leadership of staff and community volunteers with a continuous focus on these critical human resources.

Key Responsibilities:

- Manage the daily operations of the Habitat Cape Cod affiliate with a \$4-4.5 million budget, a staff of 30, and 700-1,000 volunteers ultimately enabling the organization to be well-positioned to maintain the quality of its programs while expanding its impact.
- Maximize the productivity, efficiency and net revenue of its ReStore operations in order to expand the breadth, depth, and impact of services the affiliate can offer.
- Manage the approved annual budget with a strong focus on cash flow, oversee adherence to established fiscal policies and conduct executive level review of all finance reports.
- Promote Habitat Cape Cod's highly collaborative culture while meeting the goal of maintaining a staff, Board, core of volunteers and other key stakeholders that are well-informed, highly engaged and mutually supportive.
- Provide strategic guidance for all of Habitat Cape Cod's programs ensuring that the organization's values are thoroughly and consistently integrated throughout them. This includes providing a significant focus on our family partnership program ensuring the welcome, nurturing, mentoring and empowerment of both future home buyers as well as established homeowners.
- Manage change in response to new program/policy initiatives from Habitat for Humanity International, community planning initiatives, and/or strategic decisions of the Board.
- Guide the Board of Directors in its respective roles in governance, fundraising, financial oversight, resource attainment, and planning and policy development.
- Provide for and oversee the implementation of an effective external and internal communications and marketing plan.
- Serve as a key spokesperson, ambassador and leadership liaison to community organizations and individuals for the purposes of garnering of resources, advocacy, awareness building and forging partnerships.
- Ensure regulatory compliance throughout the organization.

Qualifications

Required:

- Bachelor's degree or equivalent combination of education and experience
- A minimum of five years of senior executive leadership experience, preferably in a nonprofit organization

- Demonstrated success in complex leadership and management activities including fundraising, planning and fiscal management in an organization with multi-program offerings and diverse funding streams
- Demonstrated ability to build constructive and effective relationships both internal and external to the organization
- Effective verbal and written communication skills
- Demonstrated success as a leader who uses a collaborative style, acts decisively, and takes calculated and informed risks when required
- Demonstrated success in developing long term relationships with high level donors and/or leadership involvement with fundraising initiatives.

Preferred:

- Advanced degree in business, non-profit management or related field and/or completion of relevant certificate programs
- Background in one or more of the following: community development, human services, affordable housing development, or residential construction
- Demonstrated professional or personal commitment to the mission-driven values of Habitat or other philanthropic organizations
- Experience working with towns and municipalities
- Established local connections and knowledge of regional housing challenges