

Habitat for Humanity of Lenawee County
Job Description
Executive Director

The Executive Director (ED) is responsible and accountable to the Board of Directors for the effective and efficient financial, operational, public relations, and administrative management of the Habitat for Humanity of Lenawee County (HFHLC) Affiliate, in order to maintain good standing with Habitat for Humanity International (HFHI) and be recognized as a leading non-profit in Lenawee County. The ED is charged with accomplishing the mission of the Affiliate by developing, organizing, coordinating and overseeing all areas of staff and volunteer service including organized committees. This includes but is not limited to construction; property inventory and development; homeownership and repair services; fundraising, resource development and volunteerism; neighborhood revitalization; finance, mortgage portfolio management, and human resources; all land, title and property transactions; and the ReStore retail operation.

This position requires a person who consistently demonstrates good judgment and strong and compassionate leadership abilities; a person who is honest and trustworthy and able to keep confidences.

Supervision

The ED reports to the Board of Directors and specifically to the President of the Board, who is the ED's direct supervisor. The ED in turn is the chief operating officer, charged with the oversight of day to day operations, including all Affiliate and ReStore paid staff and volunteers.

The position is full-time. There are daily office hours as well as evening and weekend meetings, events and other assignments. Office hours and time off are determined in consultation with the Board President.

General Responsibilities

1. Manages the day to day operation of the Affiliate and the ReStore
2. Fiscal Responsibilities include the development, execution, reporting and outcome review of the Board-approved balanced budget and Strategic Plan.
3. Oversight of all Public Relations
4. Oversight of organizational Administration

Specific Responsibilities

1. Management of Day to Day Operations of the Affiliate
 - a. Communicate and work closely with the Board of Directors, Executive Committee and other committee Chairs to ensure established policies and processes are followed
 - b. Oversight of all staff including setting goals, monitoring progress and conducting annual performance reviews for all staff each year in June. This includes hiring, supervision, evaluation, continuing education and professional development as well as discipline and terminations.



- c. Responsible for all real estate and property transactions including but not limited to purchased and donated properties; deed and title-related issues; transactions with the Land Bank, municipalities, REO programs and other entities to secure future properties for development. This includes working directly with legal counsel to request, review, approve and sign property transaction documents.
- d. Manage property tax-exemption programs for the Affiliate currently including Property Tax Exemption through State Treasury for all county properties (PA 612) and Neighborhood Enterprise Zone program (NEZ) program with City of Adrian (PA 147).
- e. Maintain orderly records of all affiliate business including but not limited to financials, fair housing regulations, equal employment opportunities and other compensation and human resource issues, mortgage regulations and documents, OSHA safety compliance, QLO certification and general correspondence where records must be maintained on a schedule.
- f. Oversight of the ReStore with direct supervision of the Manager who oversees daily activities.
- g. Assist Board President and Committee Chairs in scheduling meetings, establishment of agendas, recording of minutes and fulfillment of their purpose and goals.
- h. Attend all Board and committee meetings or designate a staff or Board representative.
- i. Develop and maintain a positive relationship with HFHI, HFH Michigan and other Affiliates. This involves participation in HFHM's Southern Michigan Affiliate Leadership Council (SMALC), participating in Executive Director training events, retreats and other professional gatherings and includes encouraging all staff members to participate in their respective Topic Councils.
- j. Oversight of all reports including but not limited to the Affiliate Strategic Plan, HFHI Quarterly Statistical Report (QSR), Capacity Build and other grant funding sources.
- k. Oversight of all construction activities including project budgets, code/inspection/quality assurance requirements, waste management and energy-efficient building practices in consultation with the Site Selection and Construction Committees
- l. Scheduling of Construction projects, both short-term detailed project schedules and long-term projections of closings for budgeting purposes.
- m. Support Construction Manager and Homeowner Repairs Coordinator on home warranty issues.
- n. Oversight of volunteer program in conjunction with Volunteer Coordinator, ensuring a good experience for all who give their time to Habitat.
- o. Support Homeowner Services Manager to provide adequate pipeline of buyers 12-18 months in the future. Act as Liaison as needed with applicants, homeowner partners earning sweat equity and partners working toward homeownership.
- p. Engage with existing homeowners for promotion of Habitat's program, speaking engagements and development/fundraising visits to donors.
- q. Ensure compliance with all applicable laws and regulations.

2. Fiscal Responsibilities-
 - a. Responsible for the development of affiliate budget in consultation with Finance Committee.
 - b. Responsible for the oversight of Fundraising efforts.
 - c. Responsible for the oversight of all financial records.
 - d. Ensure that bills are paid on time, books are up to date, and financial reports are accurate and timely.
 - e. Constantly monitor and seek new opportunities for funding the mission.
 - f. Seek new, constantly monitor existing and renew upon expiration REO property programs like HUD's First Look, NCST REO and banks like Well Fargo's direct REO programs.
3. Public Relations
 - a. Chief spokesperson and advocate leader for the Affiliate and its homeowner and partner families. Presence felt at the local community level with involvement at the state and national level as deemed necessary and beneficial for the Affiliate.
 - b. Developing partnerships at all community levels.
 - c.
 - d. Responsible for the Affiliate's presence in the local speaking circuit and all media including print, radio and all forms of social media.
 - e. Represent Habitat serving on local Boards and Committee's related to affordable housing, neighborhood revitalization and other community and economic development opportunities.
 - f. Facilitate the monthly meeting of Landlords: e-mail reminder, prepare agenda, arrange speakers and build relationships with rental property owners, building and code enforcement officials and others.
4. Administration-
 - a. Committed to the building of a team to carry out the mission of HFHLC.
 - b. Responsible for negotiations and signing of all corporate agreements and contracts, in consultation with the appropriate Committee or Board as needed.
 - c. Provide a safe and professional working environment for staff and volunteers.
 - d. Keep up to date and ensure use by all staff of the organization's Annual Operating Calendar
 - e. Willing to attend continuing education classes and encourage the staff to do the same.
 - f. Conditions of employment are found in the employee manual and are incorporated into this job description by reference.
 - g. Manage national service programs through HFHI, acting as Host Site Manager depending on the position and direct report.
5. Fund Development
 - a. Serve as the face of HFHLC throughout the community, engaging with all external stakeholders and potential donors.
 - b. Review and upgrade, with the Development Director, current donor database and sponsorship opportunities.
 - c. Foster and maintain healthy relationships with all current and future individual and corporate/business donors and sponsors.
 - d. Support Development Director in the research, preparation, and administration of grants; ensure follow up reporting to all grant making entities