**Chippewa Valley Habitat For Humanity**

**Executive Director**

**Position Description**

REPORTS TO: Chippewa Valley Habitat for Humanity (CVHFH) Board of Directors

DIRECT REPORTS: ReStore staff, volunteers

Full-time salaried

**Job summary**  
The Executive Director will provide executive function for the Affiliate and implement the policies and goals set forth by the Board of Directors and oversee all affiliate program activities in an effort to best promote the overall vison, direction, health and growth of the organization. CVHFH currently has an operating budget of $550,000 with a staff of two full-time and four part-time employees. CVHFH also operates a ReStore with 6,000 square feet of retail space.

The Executive Director is a non-voting member of the Board of Directors and its Executive Committee and an ad hoc member of all other committees. As the public face of CVHFH, the Executive Director must be a strong advocate for the mission and aggressively pursue the long- term goals established by the Board.

**Responsibilities**

Non Profit Management

* General Administration – Lead the Affiliate in accordance with Habitat for Humanity – International policy and maintain compliance with all local, state and federal laws.
* Finance – Recommend yearly budget for Board approval and manage the organization’s resources within those budget guidelines. Organize, coordinate and oversee the finances associated with habitat programs, (construction, repair and home preservation programs, ReStore) including human resources, budgeting, and long-range planning.; Oversee all accounting decisions to ensure accurate financial records, including approval of bills, preparation of payments, and verifying accuracy of charges.
* Mortgage Management – Assure that all mortgages are originated in accordance with CVHFH policy, state and federal law. Maintain relationship with loan servicing agency, reporting regularly to Board the status of mortgages.
* Habitat Program Management (Construction, ReStore, repair and home preservation programs) – Communicate the following between the Habitat for Humanity home buyer families and the Executive Committee or Board: legal matters involving Habitat for Humanity, negotiation of covenant agreements between families and legal documents, and purchase, sale and closing meeting on all homes; In cooperation with the Construction Supervisor, develop and recommend construction plans to the Board of Directors and assist in the overall management of home constructions. May help facilitate construction of dwellings through the coordination of volunteers and procurement of materials; Develop marketing and management oversight of the Chippewa Valley Habitat ReStore and affiliate associated repair and home preservation programs.
* Special Events – Coordinate and attend all Habitat for Humanity special events (groundbreakings, dedications, other major events)
* Human Relations – Hire, supervise, train and terminate staff as necessary, hold weekly staff meetings and administer annual performance reviews; Follow WI Labor laws, CVHFH policies and employee handbook
* Board Relations – Recommend appropriate Board actions to ensure CVHFH operates according to the Habitat for Humanity vision and mission; work with the Board to set strategic and long-term planning and goals; in conjunction with the President and Executive Committee, responsible for creation of the monthly board meeting agenda and reports; Arrange training opportunities for the Board and committee members; communicate between the Board, the committees and the volunteers and provide necessary follow-through.

Resource Development

* Grant Writing – Seek out potential grants opportunities and submit applications. Complete reporting necessary for received grants.
* Resource Development – Coordinate and attend all major Habitat for Humanity fundraisers; Develop relationships and coordinate annual giving, major giving and planned giving campaigns and programs when possible.
* Public Relations – Network and build partnerships with community organization for in-kind donations, program, and fundraising and donor sponsorships. This involves attending community functions, and establishing alliances with organizations and building relationships with influential individuals in the community; Meet with Habitat WI and other regional affiliates, Speak to local groups about the Chippewa Valley Habitat for Humanity (Chamber, UW-Stout Campus Chapter, Rotary, Lions), Attend relevant conferences and workshops on behalf of the Affiliate; Edit and oversee production of monthly newsletter, Develop contacts with local media, including newspapers, radio and television stations.

Other duties as assigned

Required Qualifications

* A deep understanding of, and enthusiasm for, the mission of Habitat for Humanity
* Bachelor’s Degree or commensurate experience with a record of accomplishment
* Staff development skills
* Excellent written, oral, and group presentation skills
* Highly motivated and results oriented

Preferred Qualifications

* Fundraising and grant writing experience and success
* Familiarity with major gift and planned giving campaigns and programs
* Experience developing community partnerships
* This position requires a background and/or security check, and may be subject to drug screenings.

Chippewa Valley Habitat for Humanity is an equal-opportunity employer. We seek to employ and assign the best qualified personnel for all of our positions in a manner that does not unlawfully discriminate against any person because of race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve and National Guard status, or any other status or characteristic protected by law.

**Application Materials**: Resume, Cover letter, Phone & Email for 3 Professional References. Send to [info@cvh4h.org](mailto:info@cvh4h.org).

**Application Timeline**: Review of Applications will begin on Monday, June 22 and will continue until position is filled.

**Salary:** $45,000-$50,000 depending on experience, 5 days vacation during probationary 6 months, then an additional 5 days vacation during first year of employment.

**Position Start Date:** early to mid-July

CVHFH-ED position description 6.5.2020