**WESTERN LAKE SUPERIOR HABITAT FOR HUMANITY**



**EXECUTIVE DIRECTOR**

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

The Executive Director is responsible for the organization’s consistent achievement of its mission and financial objectives. Primary responsibilities include construction oversight, fundraising, marketing and development, public relations, and the development of key relationships with strategic partners and the community.

**Primary Responsibilities:**

* Leads the affiliate and guides the organization’s mission as defined by the Board of Directors
* Oversees all construction activities and prioritizes efforts as necessary
  + Collaborates with the Board of Directors to develop the organization’s long-range strategic plan
* Keeps the Board fully informed
  + Carries out the decisions and directives of the Board of Directors.
  + Works with the Board of Directors to recruit and nominate new Board members
  + Works with the Board President in creating and planning Board meetings
  + Responsible for the fiscal integrity of the affiliate (budget, cash flow, P&L, etc.)
  + Responsible for fundraising (e.g. business, agencies, schools, the faith community)
  + Maintains official records and ensures compliance with all regulations
  + Stays aware of emerging issues in the field through active participation in conferences and continuing education.
* Actively solicits and manages volunteers to fulfill the work at hand while ensuring volunteers have a valuable work experience
* Leads the creation and execution of the fundraising / grant writing plan for financial support from government, individuals, foundations and corporations.
* Develops and implements an outreach and communications plan.
* Works with the Board of Directors to identify, solicit and manage relationships with major donors.
  + Publicizes the activities of the organization, its programs and goals and accomplishments

**Professional Qualifications**

* A bachelor’s degree.
* Experience leading diverse teams
* Senior nonprofit management experience
* Experience and skill in working with a Board of Directors
* Proven experience in strategic planning
* A history of successfully generating new revenue streams and improving financial results
* Proven experience in expanding and managing the funding community
* Strong financial management skills, including budget preparation, analysis, decision making and reporting
* Strong written and oral communication skills.
* Strong public speaking ability.
* Strong work ethic

This job description is a representation of the affiliate’s work, but is not inclusive. Some duties may receive more attention than others at various times depending on the focus of the affiliate’s needs.

**To apply for this position please send your resume to** [**board@twinportshabitat.org**](mailto:board@twinportshabitat.org)

*WLSHFH is an Equal Employment Opportunity Employer.*