

Habitat for Humanity of Morrison County

Job Description

Title: Executive Director

Reports to: Board of Directors

Hours: Part-time (flexible)

Salary: Exempt Position (Monthly rate determined by the Board of Directors)

JOB SUMMARY: The purpose of this position is to provide ongoing leadership to the organization and operational aspects of the affiliate in accordance with the direction, policies and objectives set by the affiliate board. Director serves as the contact between the community, HFHMN and HFHI and is a resource to the established committees of HFHMC. Must be committed to support the covenant between HFHMC and HFHI, the basis of our ministry. Note: This position does not replace the role of the President of the local affiliate.

The position of Executive Director for the Morrison County Habitat for Humanity affiliate shall include, but not be limited to the following (duties are subject to modification or change):

RESPONSIBILITIES AND DUTIES:

1. Leadership

- A. Serve as the Executive Director and provide the leadership and direction for the Board of Directors.
- B. Provide the Board with adequate information and education to fully carry out their Fiduciary responsibilities. This includes assisting the Board in establishing annual objectives and setting long-range goals.

2. Recruitment of Board Members

- A. Works with the board and the Nominating Committee to recruit members and then add members as needed.
- B. Works with the President to arrange for new Board member orientation.

3. Fund Raising

- A. Works with the Board and committees in securing adequate funds for operational overhead of the affiliate and income sources for the level of home building desired by the Board.

4. Financial Responsibilities

- A. Works closely with the treasurer and/or Financial Advisor to insure that the assets of the corporation and the managing of the financial affairs are carried out in a safe and responsible manner. Provides the Board with routine financial reports and any financial reports required by law.
- B. Prepares the annual budget in consultation with the Treasurer and Financial Advisor.
- C. Adheres to the bylaws and recommendation of the independent auditor in regards to financial transactions.
- D. Authorized to write checks on behalf of the corporation for all routine expenses and other extraordinary expenditures as approved by the Treasurer or Board of Directors.
- E. Arranges for all insurance coverage for the affiliate – Builders Risk, Volunteer Accident and Liability, Directors & Officers, Property, etc.

5. General Administration

- A. Administer and manage the daily operations of the affiliate in consultation with the Board President in the following areas:
 - a. Supervise the paid staff in the performance of their duties and in the overall management of the office and warehouse.
 - b. Assure the maintenance of an adequate filing system and proper record retention.
 - c. Attend Board meetings and present an oral and written report as appropriate.
 - d. Consult with the Board Chair in developing the agenda and prepares for the mailing in advance of the Board meetings.
 - e. Provides background materials with the agenda to assist Board members in making decisions.
 - f. Assure that copies of minutes are forwarded to the regional offices of the HFHI.
 - g. Assist committee chairs in carrying out their functions. Serve as a communications link between all functioning committees.
 - h. Represent the affiliate in working with other affiliates and HFHMN.
 - i. Insure compliance with all federal and state regulations that affect HFHMC.
 - j. Assist the Board of Directors in establishing annual objectives and setting long range goals.

6. Home Building Responsibility

- A. Maintains a communications link between the homeowner partner family, the advocate and site supervisor.
- B. Monitors acceptable timelines for the building process and keep building costs within budget.
- C. Works with volunteer coordinator and site supervisor to assure adequate volunteers at the building site.
- D. Works with site supervisor to: identify simple, decent home plans that meet the requirements of the homeowner, and to maintain acceptable timelessness for the building process.

QUALIFICATIONS:

- Experience in nonprofit administration and fund raising
- Excellent “people” skills in dealing with business, religious, and government units.
- Skilled in both verbal and written communications.
- Familiarity with an HFH affiliate program and relationships.
- Self-motivated and able to analyze and solve problems.
- Possess some knowledge of computers and software needed to carry out daily administration and finance functions.
- Have a basic understanding of the home building process.
- Possess “motivational” skills in leading a volunteer-based organization.