



Job Description: Executive Director

Application Deadline 8/10/23

I. Job Summary

The executive director acts as the head of HFHACA operations. This person oversees all aspects of general management of the affiliate's work and is expected to function as the primary face and voice of the organization. The person reports to the President of the HFHACA Board of Directors and is responsible for managing the activities of HFHACA in accordance with the direction of the President, the Executive Committee, and the policies and objectives set by the Board of Directors.

II. Time Commitment

This is a full-time salaried position with 35–50-hour work hours per week depending upon the work in progress and scheduled activity. Meetings and events may require evening and/or weekend work hours. Periodic travel for training, best practices opportunities, and conferences is to be expected.

III. Primary Job Duties

A. Fundraising and Resource Development

1. Foundation, corporate, and government grants development, including grant writing and administration, and managing grantor relationships.
2. Management of financing programs, including Partner Family mortgage sales or down payment assistance.
3. Development, implementation, and management of in-kind donation programs.
4. Development, implementation, and management of HFHACA capacity-building programs.
5. Development, implementation, and management of strategic partnerships for HFHACA.
6. Provides appropriate donor recognition and acknowledgements.

B. Management & Administration

1. Provides leadership and strategy implementation for Staff as outlined by the Board of Directors.
2. Provides management and supervision for office and staff positions including measurements for activities, productivity, and development.
3. Responsible for overall fiscal management including oversight of accounting, record retention and office procedures; budgeting, revenue & expense management, and objectives achievement.
4. Responsible for grants management and distribution systems & programs.
5. Responsible for HFHACA/HFHACA, HFHI and other associate relations & communications.
6. Works with Board President to ensure Board and committee management are aligned.

C. Program Development and Implementation

Development, implementation, and management of the HFHACA Geographic Service Area resource programs to assist this affiliate with increasing its overall capacity for service. Such programs may include but not be limited to:

- a. Federal Home Loan Bank Offerings
- b. Credit Reporting Services
- c. Sustainable Building Programs and Offerings
- d. Partner Family & Community Financial/Mortgage Literacy
- e. Capital Campaigns

D. Information & Communications

1. Oversight of systems management & administration.
2. Provides operating and budget variance reporting.
3. Responsible for policies & procedures dissemination and compliance.
4. Provides consistent communication to board, donors, HFHI, and other stakeholders.

E. Advocacy & Public Relations

1. Oversees development of all marketing related material and manages media relations.
2. Develops and implements advocacy program to forward HFHI's mission in the HFHACA geographic service area.
3. Protects the Habitat for Humanity Brand and HFHACA Affiliate Voice.
4. Works with HFHACA Board to coordinate media coverage of its events and milestones.
5. Oversees development and updates of HFHACA website.
6. Fosters and maintains HFHACA affiliates' memberships with necessary support organizations.
7. Represents HFHACA on local, regional, and statewide Boards and Initiatives.

IV. Specific Knowledge, Experience and Skills

- F. Fundraising and resource development.
- G. Grant writing, grant management, and business development skills.
- H. Leadership, facilitation, collaboration, partnership-building.
- I. Written and oral communication skills, including public speaking and presentation, and marketing, public relations, interpersonal communication skills, and advocacy abilities.
- J. Knowledge of rural (and some wide-ranging) affordable housing challenges and opportunities, non-profit housing legal and regulatory environment, and knowledge and experience in residential real estate development, construction, and finance, as specifically related to affordable housing.
- K. Management, administrative and supervisory skills, including staff training and professional development; organizational & analytical skills, including complex project and strategic planning, implementation and management; knowledge, experience and effectiveness in financial management of non-profit organizations, including budgeting and financial planning; computer and automation systems administration and utilization, including effectiveness in use of POS, MS Office and other software applications; and accountability, goal orientation & objectives achievement skills.

V. Education and Experience Expectations – Candidate must possess at least two of the following:

- Bachelor's degree in related field or equivalent experience preferred.
- At least five years' experience managing a small business or non-profit organization, or other applicable management experience.
- Experience and demonstrated success in business and/or grants development.

VI. Compensation

\$50,000 per year to cover Base Salary, Benefits, and Incentive Compensation - Vacation, Personal & Holiday Vacation Policy

VII. Overall Distribution of Work

General administration 15% / HFHI relations & reporting 10% / Grant applications & reporting (HFHI, USDA, HUD, and others) 15% / Community resource/relationship development with Fundraising 20% / Support Staff/VISTA/Volunteer oversight 7% / Construction/Loan processes oversight 15% / General Budget and Accounting activity to pass to Treasurer and fiscal resources 12% / Annual & other report development 3% / Miscellaneous work 3%

Submit application to: hfhaca.pres@gmail.com or by mail at:

Habitat for Humanity of Alex City Area
P.O. Box 1973, Alexander City, AL 35011