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## **DIRECTOR OF OPERATIONS JOB DESCRIPTION & DUTIES**

Job Title: **Director of Operations, Alabama Habitat for Humanity**

Status: Exempt

Reports to: Alabama Habitat for Humanity (AAHA) Executive Director

Job Location: AAHA Main Office located at 3831 Pepperell Pkwy, Opelika, AL

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### **Position Summary:**

The Director of Operations reports to the Executive Director and is directly responsible for staff functions as they relate to the overall success of AAHA in the areas of Land, Property and Asset management, ReStore Operations, Federal, State and Local Compliance, Safety Protocols, Public Relations, Policy, and Communications.

The Director of Operations leads the organization in achieving its mission by overseeing the staff functions mentioned above, under the supervision of the Executive Director and within the policies, guidelines and budget established by the AAHA board of directors.

### **Essential Functions:**

1. Provides support, leadership and administrative oversight to all direct reports.
2. Responsible for the effective performance of all direct reports.
3. Serves as a resource to the Executive Director and the finance committee of the Board on strategic development, planning, budgeting, and bookkeeping.
4. Oversees portfolio of all AAHA owned land and property. Pays taxes applies for exemptions. Works with realtors and buyers to sell properties as needed. Maintains an active file on each property.
5. Oversees and puts into place a safety and compliance plan to ensure maximum safety for all staff, donors, customers, and volunteers.
6. Oversees staff training
7. Oversees policy creation, policy edits, and policy implementation at AAHA
8. Conducts annual insurance reviews for Lockton: workers comp, auto, property, cyber insurance, etc. and is familiar with AAHA limits and coverages. Shops pricing annually to ensure the best coverage at the best price.
9. Serves as the first point of contact for all building maintenance and alarm issues. (McCoy, OPD, OFD)
10. Assures and oversees federal, state, and local compliance in all areas of oversight.
11. Oversees ReStore marketing, community outreach and develops local and statewide business relationships.
12. Oversees all aspects of daily operations and staffing issues at AAHA's campus located at 3831 Pepperell Parkway

## **Competencies (Organizational Leadership):**

**Mission Oriented:** Believes in Habitat's mission and values and consider them as a framework for all professional decisions.

**People Oriented:** Provides motivating leadership to all direct reports and to all assigned committees.

**Results Oriented:** Assist in development of a balanced budget, and implementation of prudent financial controls. Oversees all compliance issues to ensure requirements are achieved. Provides and fosters a positive and engaging atmosphere at the AAHA/ReStore office building.

**Personal Development Oriented:** Committed to ongoing professional development, maintaining current qualifications and increasing them as appropriate.

## **Qualifications:**

Bachelor's degree in business administration, accounting, human services or related area; CPA preferred.

1. Two or more years of operational management experience, preferably in the Habitat and/or non-profit sector, including resource development, financial management, quality control, and/or construction.
2. Superior analytical skills and ability to think strategically.
3. Insight and skill to effectively lead a voluntary, non-profit organization within a complex internal and external environment.
4. Proven track record in sound operational management, and motivating supervision of others.
5. Ability to attract, retain, lead and motivate quality associated staff and volunteer leadership.
6. Commitment to the Habitat mission, values and ethics.
7. Ability to establish and maintain excellent working relationships with supervisor, direct reports, and other Habitat staff.
8. An understanding of the national and international relationships of Habitat is preferred.

**To Apply for this Position, contact Brandon Dixon at [brandon@alabamahabitat.org](mailto:brandon@alabamahabitat.org) or 334-737-6401**

