



JOB DESCRIPTION Executive Director

The Executive Director is the chief executive officer of Habitat for Humanity San Bernardino Area, Inc. ("Habitat"). The Executive Director reports to the Board of directors ("Board"), and with the Board is responsible for Habitat's consistent achievement of its mission and financial objectives.

The ideal candidate will have attained a bachelor's degree or higher in Business Administration, Marketing or other related field, have demonstrated and verifiable experience in nonprofit development, programming, grant writing/administration, and event coordination and be able to present a list of ideas for capacity building for the Habitat for Humanity San Bernardino Area. Experience with real estate or low income housing issues is a plus. The successful candidate will be able to demonstrate commitment to the Mission, Vision and Values of the organization.

Please send cover letter and resume to:

Habitat for Humanity San Bernardino Area
P.O. Box 13129
San Bernardino, CA 92423
Attn: Executive Committee

First review of resumes is December 12, 2017. Those candidates with the desired experience will be invited to meet with the Habitat for Humanity Board of Directors for an interview.

Administration and Strategic Planning

The Executive Director will:

- Work closely with the Board to develop a five-year and annual strategic plan for carrying out Habitat's mission towards which Habitat makes consistent and timely progress; track and evaluate the status of the plan;
- Provide leadership in developing program, organizational and financial plans with the Board and staff, and carry out the plans and policies approved by the Board;
- Regularly meet with and support the chairs of each standing committee;
- Provide orientation to incoming members of the Board of Directors and provide resource materials for incoming new Board members;
- Ensure proper organization and maintenance of all records and documents.

Budget & Finance

The Executive Director will:

- Ensure the proper management of all Habitat finances (bookkeeping, financial reports, cash flows, investments, etc.);
- Work with the Board and staff to prepare an annual budget and ensure Habitat operates within its budget; ensures that Habitat works within the approved budget;
- Work with the Construction Committee to prepare a construction budget and plan for each housing project undertaken by Habitat, and ensure the project is completed within the budget and according to plan.

Fundraising, Resource Development and Capacity Building

The Executive Director will:

- Work with the Board and the Resource Development and Fundraising Committee to ensure adequate funds and resources (land, construction materials, in-kind services, etc.) are available to permit Habitat to carry out its work and achieve its strategic plans;
- With the Board and the Resource Development and Fundraising Committee, maintain and grow relationships with key donors, businesses, public agencies, foundations, and other organizations critical to the financial and resource support of Habitat's activities and programs;
- Assist the Board and the Resource Development and Fundraising Committee to pursue and seek out all private and public grant/funding opportunities that relate to Habitat's programs and mission;
- Ensure programs are in place to increase the number of donors and volunteers, to increase the involvement of current donors and volunteers, and to continually build the overall capacity of Habitat to achieve its mission;
- Only proceed in the procurement of funds in accordance with a Board-approved plan.
- Aggressively seek out and procure grants and public funding opportunities.

Communication & Public Relations

The Executive Director will:

- Keep the Board fully informed on the condition of Habitat and the important factors that affect Habitat's programs and mission;
- Serve as the primary interface between the Board and staff, between Habitat and the community, and between Habitat and other affiliates and Habitat International;
- With the Public Relations Committee, initiate, maintain, and grow strategic relationships with key businesses, public officials and agencies, faith-based organizations, and other community groups to develop opportunities for their participation and active support of Habitat's programs and mission;
- Work with the Family Partnership Committee to maintain positive relationships with both existing and potential Habitat partner families, and to ensure compliance with all affordable housing requirements and covenants applicable to Habitat and its partner families;
- Represent and publicize Habitat's activities and programs to the media, donors, volunteers, public agencies, supporting businesses and organizations, and the general public, and serve as Habitat's primary spokesperson and advocate. Such representation and publicity shall be in accordance with Board guidelines.

Staff Management & Supervision

The Executive Director will:

- Make recommendations to the Board regarding recruitment and release of all paid personnel and office volunteers;
- Determine what staff is needed and the strengths and weaknesses of current staff;
- Ensure staff has adequate leadership, direction, and training to perform and grow in their respective roles with Habitat;
- Maintain a work environment that attracts, maintains and motivates a diverse staff of top quality people;
- Maintain policy and procedures for the affiliate for any legal and regulatory affairs.