



TUCKAHOE HABITAT FOR HUMANITY

Job Title: Executive Director
Status: Full time, salaried
Location: Denton, Maryland
Reports To: Board of Directors, Tuckahoe Habitat for Humanity

Qualifications

- Undergraduate degree required; graduate degree a plus.
- Strong commitment to the mission of Habitat for Humanity.
- Ten+ years of professional experience, at least 5 years in a significant leadership role in a private sector or non-profit organization.
- Key experiences in non-profit management including construction, financial management, human resources management, volunteer recruitment & retention, marketing & communications, program development and operational management.
- Direct experience managing a construction, retail, commercial banking or social enterprise a plus.
- Excellent interpersonal and leadership skills: able to enlist others in pursuing common goals.
- Computer capable with word processing, databases, Quick Books, spreadsheets, internet and email.
- Ability to read, analyze, interpret and apply general business periodicals, professional journals, government regulations and Habitat policies and procedures.
- Able to organize and interpret data, write reports and articles, and present conclusions effectively.

Valid driver's license and ability to travel to construction sites or appointments independent of public transportation.

Job Responsibilities:

Communications and Community Development

- **Communications:** As principal spokesperson for Tuckahoe Habitat for Humanity (THfH), proactively reinforce and articulate its mission within the organization and throughout Caroline and Queen Anne's County, and with governmental agencies that fund and regulate its activities, as well as with current and prospective donors. Build strong and appropriate communications with Board and Executive Committee members.
- **Community Relations:** Develop close working relationships with key local institutions and individuals including Town of Denton and important community organizations throughout Caroline and Queen Anne's County. Reach out for partnership initiatives that are consistent with THfH's mission, vision and values, and leverage the Organization's presence and international reputation.
- **Development:** Implement and oversee the design and execution of coordinated fund-raising strategies and campaigns that encompass home building sponsorships, corporate support, individual giving strategies, foundation and government grants, and special events.
- **Habitat International Relations:** Maintain effective working channels with Habitat for Humanity International (HfHI) ensuring that THfH employs best practices, meets affiliate obligations (e.g., tithing), and takes advantage of HfHI resources and support.
- **Strategic Vision:** In conjunction with the Board, staff, and volunteers, update the organization's strategy and goals, developing actionable growth objectives, milestones and timelines. Build consensus among stakeholders and appropriate community partners. In particular, lead efforts to explore, advocate for, and implement initiatives to finance and build affordable housing to supplement the organization's historic approach of building individually-sponsored homes with volunteers.

Human Resources

- **Staff Leadership:** Provide effective leadership of staff, building a team that is equipped and motivated for its responsibilities, consistent with the budget guidelines of the Board. Manage staff consistent with sound human resources practices and guidelines. Identify development needs of staff and seek avenues to support the filling of those needs. Effectively develop and maintain staff accountability for meeting metrics and building capacity to take on new challenges.
- **Volunteer Relations:** Recognize and publicly acknowledge the essential role played by volunteers and THfH's operations. Originate and support recruitment activities for both Construction and Fund Raising that extend the volunteer base. Assure that training is meaningful and appropriate for the tasks performed by volunteers; the experience is a favorable one; and that volunteer loyalty to THfH remains strong.

Operations

- **Operational Management:** Oversee plans for, and achievement of, operational goals for land acquisition, family selection and support (training, counseling, etc.), construction, volunteer recruitment, and family support.
- **Financial Management:** Direct and be accountable for the organization's finances. Oversee and approve expenditures within budget and Board guidelines. Collaborate with the Board, Treasurer and key staff to plan for and provide multi-year budgets that meet strategic and programmatic objectives. Assure that timely and accurate financial and program outcomes are readily provided.

In addition, any other duties, as assigned by the Board of Directors.

Apply Now, Posting Closes October 30, 2017

Please submit a cover letter, resume and salary requirements by email ONLY to: **cchfh@comcast.net**.

In the Subject line of the email, please reference "Exec. Dir. Resume."

No phone calls please.

A full job description for the Executive Director can be found on the Tuckahoe Habitat for Humanity website at: www.tuckahoehabitat.org

Applicants for employment will not be discriminated against on the basis of race, color, creed, religion, national origin, ancestry, sex, sexual orientation, age, medical condition, physical or mental disability, pregnancy, veteran status, marital status or any other category protected by law in any employment-related decision.