

TUCKAHOE HABITAT FOR HUMANITY JOB DESCRIPTION

Job Title:	Executive Director
Status:	Full time, salaried
Location:	Denton, Maryland
Reports To:	Board of Directors, Tuckahoe Habitat for Humanity
Supervises:	Tuckahoe Habitat for Humanity staff, Volunteers
Works With:	Board of Directors Tuckahoe Habitat for Humanity Volunteers Committee Chairs and Committees Local Governments: State/Federal and Representatives Corporate Sponsors, Donors, Suppliers, and Grantors Partner Families Community Organizations and Churches

The mission of Tuckahoe Habitat for Humanity is to build simple, decent, affordable homes in partnership with families in need in our community.

Job Summary:

As the Chief Executive Officer, the Executive Director leads the organization in the pursuit of funds, especially through Grant Applications, Fund Raising activities, gifts in kind, and manages the resources of Tuckahoe Habitat for Humanity so as to achieve its mission. The Executive Director is also responsible for consistent achievement of the organization's vision, mission, values, plans, financial objectives, provides strategic and administrative management to the Affiliate's employees, volunteers, and committee members. He/she is responsible for executing the direction of the Tuckahoe HFH Board of Directors and for assisting its President in fulfilling his/her responsibilities.

Duties and Responsibilities:

Overall - Provides project development and management, supervises project implementation; Oversees organizational governance, including short- and long-term strategic planning; Leads policy development, implementation and monitoring; Completes and maintains all official records and documents and ensures compliance with all federal, provincial and municipal regulations; Achieves the organization's on-going financial goal of monies raised from fundraising; Manages volunteer networks Oversees partnership development; Oversees the development of a regional organization that serves the interests of clients across the Counties of Caroline and Queen Anne's. Provides Leadership for and deployment of plans that support this goal. Knowledge of non-profit business practices, regulations, Land transfers, Construction permits, and Permit applications

Fundraising -

Investigates new grant opportunities and revisits existing grants; applies, and provides leadership in overseeing the grant requirements. Achieves the organization's multi-year financial goal of monies raised from fundraising. Identifies funding sources and initiates actions necessary to increase the generation of funds, materials, and services

Communication -

Ensures that the Board of Directors is fully informed of the condition of the organization and all important factors influencing it. Represents the organization to agencies, organizations, corporations, HfHI, and the community. Delivers presentations to groups, corporate entities and government bodies as required. Acts as the primary spokesperson for all media enquiries, develops media relations

Financial -

Ensures the management and governance of the Affiliate in a fiscally responsible manner including the preparation and monitoring of operational budgets, the implementation of approved policies for the allocation and distribution of resources, and the provision of monthly statements of revenues and expenditures in conjunction with the Board of Directors. Takes ownership of and responsibility for the annual budget and ensures that adequate funds are available to permit the organization to carry out its work. Ensures maintenance of effective internal controls for the protection of organization assets

Administration/ Personnel

Provides overall administration of the day-to-day affairs of the organization; Oversees the recruitment and release of all personnel, both paid and volunteer;; Provides Human Resource Management and staff development activities; Ensures that job descriptions are developed; that regular performance evaluations are held; and that sound human resource practices are in place

Relationship with Committees

Serves as an ex-officio member of all committees including the Executive Committee and the Board of Directors; Attends Board meetings; Directs and assists committees with the development and execution of plans and projects, ensuring that all committees meet their mandates; Provides committees with tools and materials necessary to carry out their objectives; Establishes additional committees, as required.

Due to the dynamic nature of the position, any other duties, as assigned by the Board of Directors.