**Position: Executive Director**

**Location: ​Jefferson City, Tennessee**

**Interested individuals should submit resume, cover letter, and 3 references to** [**jobs@jeffersoncountyhabitat.org**](mailto:jobs@jeffersoncountyhabitat.org)**.**

**Summary:** The Executive Director provides overall managerial leadership to the affiliate in accordance with the directives, policies and objectives set by the affiliate board of directors. The Executive Director accepts the covenant of Habitat for Humanity and is a leading advocate of the affiliate in regard to fulfilling the mission and vision statements.

**Position Description:** The Executive Director reports to the Executive Committee of the Board of Directors specifically and to the Board of Directors overall. The Executive Committee will solicit input from the entire Board of Directors in performing an annual review of the Executive Director.

**Qualifications:**

* Bachelor’s degree and at least 5 years’ experience in not-for-profit management or other relevant management experience.
* Must be able to articulate the organization’s mission, values, and goals.
* Must be organized, able to meet deadlines, and able to manage projects.
* Must possess the ability to work effectively with diverse groups of people.
* Proficiency with QuickBooks or software similar.
* Current Tennessee Mortgage Loan Originator license holder or ability to obtain license in a timely manner.
* Proven track record of obtaining and managing grants.
* Current Valid driver’s license, reliable transportation and willingness to travel are required.
* Maintain a working knowledge of significant developments and trends in the field, including training provided by HFHI.

**Job Classification:** Exempt

**Hours:** Varied, flexible. Some weekend and evenings required.

**Responsibilities:**

1. **General Administration**

* Act as the chief administrator responsible for managing all aspects of affiliate operations with the exception of the Habitat for Humanity ReStore.
* Manage the affiliate office by directing, training, supervising, and recognizing the paid and volunteer staff in the performance of assigned duties.
* Establish office procedures, guidelines and performance standards.
* Provide for regular office hours.
* Maintain a climate which attracts, keeps, and motivates staff and volunteers.
* Ensure communication of relevant issues flows among all groups.
* Ensure the affiliate adheres to government regulations and HFH International policies.

1. **Financial Management**
   * Responsible for the development and maintenance of sound financial practices.
   * Interact with the finance committee to ensure completion of audits and other financial activities.
   * Maintain confidential employee and Partner Family applicant records for the affiliate and its subsidiaries.
   * Work with the staff, Executive Committee, and board in preparing a yearly budget. Ensure that the affiliate operates within budget guidelines.
   * Responsible for homeowner mortgage payment issues (delinquent payments, foreclosures etc).
   * Ensure that adequate funds are available to permit the organization to carry out its mission. This includes development of a fund-raising plan.
   * Monitor the administrative cost to total cost ratio and act to ensure the ratio is kept at a level consistent with local and HFHI guidelines.
2. **Committee support and guidance**
   * Assist the committee chairs and provide communication flow among committees, staff, volunteers, and the board as appropriate.
   * Monitor the progress of all committees and support their efficient operation.
   * As appropriate, attend committee meetings and assist committee members in completing their duties.
3. **Board Support**
   * Work with Board President to prepare an agenda for board meetings.
   * Assist the board of directors in making fundamental decisions, preparing strategic plans and creating/maintaining policies.
   * Work with the board to establish which decisions the board wants to be consulted for and which decisions should be left to staff and committees.
4. **Community Relations and Resource Development**
   * Serve as spokesperson for the affiliate.
   * Actively participate with appropriate community groups which share the goals of Habitat for Humanity.
   * Establish and nurture good media relationships.
   * Oversee quarterly production of a newsletter and other publications and promotional materials.
   * Ensure that the activities of the affiliate, its programs and goals are publicized.
   * Establish sound working relationships and cooperative arrangements with volunteers, home sponsors, partner families, community groups and other organizations.
   * Seek, apply and oversee grants.

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**Jefferson County Habitat for Humanity is an equal opportunity, affirmative action employer.**