



JOB TITLE: EXECUTIVE DIRECTOR for Habitat for Humanity of East Polk County, Inc.

POSITION SUMMARY: The Executive Director provides overall managerial leadership to the affiliate and Restores in accordance with the directives, policies and objectives set by the Board of Directors. The Executive Director accepts the covenant of Habitat for Humanity International and is a leading advocate of the affiliate in regard to fulfilling the mission and vision statements that define Habitat for Humanity of East Polk County, Inc.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential functions include, but are not limited to the following:

- **LEADERSHIP:** Support the affiliate's vision by collaborating with the volunteer Board of Directors to develop, refine and update the strategic plan, while ensuring that the priorities of the budget, staff, and volunteers are aligned with the affiliate's core mission. Inspire and motivate all who are engaged with the organization to maximize their potential in serving the need for affordable housing in East Polk County.

- **FISCAL RESPONSIBILITY:** Develop and propose a fiscally responsible annual operating budget to the Board reflecting goals as set forth in the strategic plan. Authorize expenditures within the Board approved budget. Ensure that revenue attainment and expense control is at budgeted levels or adjusted accordingly throughout the year. Advise the Board and Finance Committee of budget issues pertaining to short

- term and long-term goals. Ensure an annual audit is conducted and required filings are completed on time. Review and update financial policies and procedures regularly.

• **HUMAN RESOURCES:** Create, implement, and maintain a staffing plan which ensures optimal efficiency and is results oriented. Lead by example to create an environment enabling and empowering staff to attain the goals outlined in the strategic plan. With authorization, and in cooperation with the President and other Board members, hire staff for positions as needed to sustain and grow the organization. Supervise and, on an annual basis, evaluate the paid staff in the fulfillment of their duties as set out in their position descriptions. Acknowledge and abide by employment laws.

• **RESPONSIBILITY TO THE BOARD OF DIRECTORS:** Attend all meetings of the Board of Directors. In consultation with the President, prepare the agenda for Board meetings. Ensure the agenda and all related materials are distributed to all Board members in a timely manner. Present appropriate reports at each meeting concerning the activities of the affiliate, status of pending action items, and any specific recommendations. Assist with Board recruitment efforts.

• **FINANCIAL MANAGEMENT RESPONSIBILITY:** Responsible for the development and maintenance of sound financial practices. Maintain confidential employee and Partner Family applicant records for the affiliate. 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. 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.

- **COMMITTEE SUPPORT AND GUIDANCE:** Assist the committee chairs and provide communication flow among committees, staff, volunteers, and the Board as appropriate.

- **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 of East Polk County (HFHEPC). Establish and nurture good media relationships. Establish sound working relationships and cooperative arrangements with Business partners and home sponsors, volunteers, partner families, community groups and other organizations.

- **SKILLS/EXPERIENCE:** Should have a Christ-centered approach to leadership. Non-profit experience a plus. 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 be a self-starter who possesses the ability to work effectively and communicate clearly with diverse groups of people such as client families, Board members, and the community at large. Must obtain and maintain a clear understanding to the mission of HFHEPC. Must maintain a working knowledge of significant developments and trends in the field, including training provided by HFHL. Ability to create a long-term vision and provide leadership. Ability to synthesize complex and/or diverse information. Ability to identify and resolve problems in a timely manner, gather and analyze information skillfully, and effectively lead by displaying sound and accurate judgment.

To apply please forward curriculum vitae to:
Julie@habitat-eastpolk.org

Employment Application

PLEASE PRINT

Programs, services, and employment are equally available to everyone. Please inform the Human Resources Department if you require reasonable accommodation for the application or interview.

Date: / /

Position applied for:

APPLICANT DATA:

Full Name:

LAST

FIRST

MIDDLE

Address:

Phone: ()

Cell/Beeper/Other Phone:

E-Mail Address:

Zip:

State:

City:

Salary Requirement:

Social Security #:

Date available to start:

If you are under 18 and we require a work permit, can you furnish one? ☐ Yes ☐ No

If no, please explain:

Have you ever worked for this company? ☐ Yes ☐ No If yes, when?

Are you a citizen of the United States? ☐ Yes ☐ No If not, are you legally allowed to work in the United States? ☐ Yes ☐ No

Type of employment desired: ☐ Full-time ☐ Part Time ☐ Temporary ☐ Seasonal

Have you ever pled "guilty," "no contest," or been convicted of a crime? ☐ Yes ☐ No

If yes, give dates and details:

Answering "yes" to these questions does not constitute an automatic rejection for employment. Date of the offense, seriousness and nature of the violation, rehabilitation, and position applied for will be considered.

Driver's license number if applicable to position:

State:

Who referred you to us?

EDUCATION:

High School:

Address:

of Years Completed: ☐ No ☐ Yes ☐ Did you graduate?

Class Rank:

GPA:

College/University:

Address:

of Years Completed: ☐ No ☐ Yes ☐ Did you graduate?

Class Rank:

Major:

GPA:

Class Rank:

Other:

Address:

of Years Completed: ☐ No ☐ Yes ☐ Did you graduate?

Degree:

Major:

GPA:

Class Rank:

REFERENCES:

Please furnish the names, addresses and telephone numbers of two people to whom you are not related and by whom you have not been employed:

Name:

Phone: ()

Address:

City:

State:

Zip:

Name:

Phone: ()

Address:

City:

State:

Zip:

SUMMARIZE YOUR SPECIAL SKILLS OR QUALIFICATIONS:

PREVIOUS EMPLOYMENT (begin with most recent position):

Dates of Employment: From _____ To _____ Position(s) Held: _____

Firm: _____

Address: _____

Phone: () _____

Supervisor: _____

Title: _____

Responsibilities: _____

Starting Salary and Title: _____

Ending Salary and Title: _____

Reason for Leaving: _____

May we contact this employer for a reference? ☐ Yes ☐ No

Dates of Employment: From _____ To _____

Position(s) Held: _____

Firm: _____

Address: _____

Phone: () _____

Supervisor: _____

Title: _____

Responsibilities: _____

Starting Salary and Title: _____

Ending Salary and Title: _____

Reason for Leaving: _____

May we contact this employer for a reference? ☐ Yes ☐ No

Dates of Employment: From _____ To _____

Position(s) Held: _____

Firm: _____

Address: _____

Phone: () _____

Supervisor: _____

Title: _____

Responsibilities: _____

Starting Salary and Title: _____

Ending Salary and Title: _____

Reason for Leaving: _____

May we contact this employer for a reference? ☐ Yes ☐ No

I certify that my answers are true and complete to the best of my knowledge. I authorize you to make such investigations and inquiries of my personal, employment, educational, financial, or medical history and other related matters as may be necessary for an employment decision. I hereby release employers, schools or persons from all liability when responding to inquiries in connection with my application.

In the event I am employed, I understand that false or misleading information given in my application or interview(s) may result in discharge.

Signature of Applicant: _____

Date: _____