



We build strength, stability, self-reliance *and* shelter.

The mission of Habitat for Humanity of Greater Centre County (HFHGCC) is to partner with working families, sponsors, donors, volunteers and community leaders to build affordable, quality homes and to provide support services that promote successful home purchase and ownership.

**HFHGCC is currently recruiting for the position of Executive Director, an exciting opportunity for an organized, energetic and personable individual.**

The Executive Director is responsible for promoting the overall vision and direction of HFHGCC and ensuring its ability to serve families in need of decent, affordable housing. HFHGCC has a 2017/18 budget of approximately \$350k with a small staff. The Executive Director is the chief executive officer, and reports to the Board of Directors through the Board President.

**Primary duties include:**

**Resource Development & Volunteer Management**

- Provides leadership for fundraising and public awareness programs including working with appropriate committees to establish fundraising strategies and assist in their implementation, e.g. special events to develop donor relations, grant preparation and identifying opportunities to partner with like-minded organizations on major projects.
- Implements development strategies for fundraising, donor retention and recognition.
- Fosters and maintains relationships with major corporate, faith-based and individual donors and house sponsors. Works to expand the number of corporations, congregations and organizations who actively support Habitat.
- Recognizes that volunteers are a critical resource; supports and expands the volunteer base. Supports training and coordination of Board and non-board volunteers.
- Maintains effective communication with Habitat for Humanity of Pennsylvania and Habitat for Humanity International to ensure appropriate participation in state and international programs.

**Construction & Program Management**

- Oversees and directs the Construction Supervisor and all construction activity to ensure construction or renovation of dwellings on schedule and within budget.
- Serves as liaison with families approved for HFHGCC's programs.

**Financial Management**

- With the Executive Committee, prepares the Annual Budget for board approval.
- Provides financial management for HFHGCC including authorizing expenditures within the budget approved by the Board. Advises the Board on impending budget problems and future financial needs.
- Approves monthly financial reports before presentation to the Board.
- Manages partner family mortgage accounts, ensuring timely receipt and accurate recording.

### **Non-profit Management**

- Manages all Affiliate operations, including office/administrative functions, construction activities, family services activities, volunteer recruitment, fund raising and ReStore.
- Implements Board of Director policies.
- Assists in the recruitment of new Board and committee members.
- Engages with all standing committees and assists with coordination.
- Assists the President, Executive Committee, Board and committees in preparing for meetings.
- Ensures that legal obligations of the organization are met in a timely manner and in accordance with applicable law and Affiliate and Habitat for Humanity International covenant and guidelines.

### **Personnel Management and Human Resource**

- Hires, supervises, terminates and evaluates staff.
- Evaluates the performance of staff members no less frequently than annually.

### **Community and Government Relations**

- Builds and strengthens relationships with other community not-for-profit organizations, institutions, and educational and government agencies.

### **Desired experience, abilities, and qualifications:**

- A deep understanding of and enthusiasm for the mission of Habitat for Humanity.
- Ability to work with a socially and economically diverse client, volunteer and donor base.
- Proven track record of fundraising experience, including special events, grant writing and familiarity with major gift and planned giving campaigns and programs.
- Three years, or more, of managerial experience preferred.
- Superior written and oral communications skills; ability to present to groups, understanding of various social media platforms and working knowledge of website management.
- Strong computer skills with knowledge of Microsoft Office, G Suite, and database management (HFHGCC uses CiviCRM).
- Bachelor's degree or commensurate experience with a record of accomplishment.

### **Compensation:**

Salary range for the Executive Director position is \$42,000-\$49,000, based on experience and skills. Additionally, HFHGCC offers a healthcare allowance, paid vacation and sick time, 10 holidays, retirement benefits and a flexible work environment.

**To apply for this position, please submit a cover letter and resume to [HR@habitatgcc.org](mailto:HR@habitatgcc.org) or (814) 353-2394 [fax].** No walk-ins or phone calls. More information about Habitat for Humanity of Greater Centre County can be found at [www.habitatgcc.org](http://www.habitatgcc.org). Applications will be accepted until March 2, 2018 or the position is filled.

*Habitat for Humanity of Greater Centre County is a Drug-Free Workplace. This position is subject to a criminal background and credit check, periodic DMV checks for driving record and valid driver's license, and drug and alcohol testing. We reserve the right to make employment contingent upon successful completion of all checks and testing.*

*Equal Opportunity Policy: Habitat for Humanity of Greater Centre County is dedicated to a policy of equal opportunity. We will give fair and equal treatment to all employees and applicants for employment. It is the policy of Habitat for Humanity of Greater Centre County to prohibit discrimination or harassment of any type and to afford equal employment opportunities to employees and applicants, without regard to race, color, religion, sex, national origin, disability, genetic information, sexual orientation, marital status, age, or veteran status as protected by law. This policy applies to all employment practices and personnel actions, including compensation, recruitment, and opportunities for advancement.*