

Habitat for Humanity of Sarpy County Executive Director

Major Responsibilities

The Executive Director is responsible and accountable to the Board of Directors for the effective and efficient financial, operational and administrative management of the Habitat for Humanity of Sarpy County (HFH-SC) affiliate. The Director provides overall leadership for the affiliate in accordance with the policies, objectives, and directions of the affiliate Board of Directors to promote the overall vision, direction, health and growth of the affiliate.

General Administration

Designs, recommends and implements financial, operational and administrative programs. Provides direction, training, guidance and supervision for volunteers. Administers and manages daily office operations. Insures that affiliate policies are carried out as directed. Supports the activities of the committees. Administers fiscal control, accountability, budget reporting; and approves all operational and building expenditures. Provides execution of all grant and contract performance requirements. Supports annual board retreat for affiliate evaluation, goal setting, and strategic planning. Assists Board President in setting the agenda for Board meetings, attends Board meetings and provides reports of all affiliate activities to the Board.

Leadership for fund raising and public relations

Proven work history of identifying, applying for, and securing financial grants. Identify and secure funding sources within the community for continued operation. Work with the Development Committee to establish a resource development strategy and assist in its implementation. Represent the affiliate to all interested communities. Provide a positive visibility of the HFH-SC affiliate in the communities served.

Recruitment and Training

Assist in recruiting people from the community to serve on the HFH-SC Board of Directors and established committees. Provide new Board Member orientation. Arrange training opportunities for Board and committee members.

Faith Commitment and Servant Leadership

The candidate must have a faith commitment and servant leadership skills that are compatible with the principles and purposes of Habitat for Humanity.

Qualifications

Baccalaureate in Management, Human Resources, Business, or related area ...or an equivalent combination of education and life work experience; experience in financial and administrative management, including budgeting, accounting, and personnel procedures; demonstrated leadership abilities and strong organizational skills; ability to establish, foster and maintain effective working relationships with the Board of Directors, volunteers, the public, and community service agencies; a working knowledge of Microsoft Office Suite and Quickbooks software; and effective interpersonal, verbal and written communication skills.

Position

This is a full-time exempt position. Benefits include paid holidays, vacation, and personal time off. Healthcare benefits and a retirement plan are not provided. Salary is commensurate with experience. HFH-SC is an equal opportunity employer. Interested candidates should e-mail their resume, along with a cover letter to: SarpyHabitat@qwestoffice.net.