



Milwaukee Habitat for Humanity (“MHH”)

Position Description

Position: Executive Director

The executive director (ED) serves as the leader of the organization and its primary public representative, reporting to the board of directors. The ED works in partnership with the board, staff and Habitat for Humanity International to ensure that the organization fulfills its mission and creates strategies that ensure its future success.

FUNCTIONS

Management

Effectively oversees the human resource function of the organization according to authorized personnel policies and procedures that fully conform to current laws and regulations

Assure that procedures are created and maintained for implementing plans approved by the board of directors

Promotes a culture that reflects the organization's values, encourages good performance, and rewards productivity

Understands and oversees the creation and administration of our mortgage portfolio

Financial Stewardship

Ensures the development of annual budgets that support operating plans and submits budgets for board approval

Prudently manages the organization's resources within budget guidelines according to current laws and regulations

Ensures that staff practices follow all appropriate accounting procedures

Provides prompt, thorough, and accurate information to keep the board appropriately informed of the organization's financial position

Fund Raising

Works with and supervises the Development Director. Works to build strong positive relationships with corporations, churches, and key individuals that provide development opportunities for the organization

Serves as a primary person in donor relationships and makes one-on-one fund raising solicitations

Relationships

Serves as the primary spokesperson and representative for the organization

Assures that the organization and its mission, programs, and services are consistently presented in a strong, positive image to relevant stakeholders including community partners, HFHI, donors, volunteers and homeowners

Actively advocates for the organization, its beliefs, and its programmatic efforts

Programmatic Effectiveness

Assures that the affiliate collects and analyzes information that measures the success of the organization's program efforts; and refines or changes programs in response to that information

Board Support and Leadership

Serves as an ex-officio member of the organization's board of directors and all board committees

Supports operations and administration of the board by advising and informing board members and interfacing between board and staff

Advises the board in the development of policies and planning recommendations

Assists in the selection and evaluation of board members and board leadership

Makes recommendations and supports the board during orientation and self-evaluation

Planning

Collaborates with the board to define and articulate the organization's vision and to develop strategies for achieving that vision

Creates annual operating plans that support strategic direction set by the board and correlate with annual operating budgets; submits annual plans to the board for approval

Develops and monitors strategies for ensuring the long-term financial viability of the organization

Develops future leadership within the organization

Background Requirements:

- A. Education: Minimum of a Bachelor's Degree required.
- B. Skills: Superior communication skills, written and oral; analytical and financial skills commensurate with an ED of a business the size of MHH.
- C. Knowledge: Extensive knowledge about not-for-profit management and fundraising/resource development.
- D. Relevant Experience: Demonstrated previous management experience of at least ten years.
- E. Habitat: Understanding and passion for the Habitat for Humanity mission.