



We build strength, stability, self-reliance through shelter.

# Associate Executive Director

## Position Summary

Habitat for Humanity of Rhode Island-Greater Providence, Inc. ("HabitatPVD") seeks an experienced, energetic, and mission-aligned leader to join our team as Associate Executive Director. This position reports to and partners with the Executive Director to achieve the organization's mission and vision. The Associate Executive Director will lead the organization's day-to-day operations with oversight of key operational functions of finance, accounting, programs implementation, human resources, information technology, and marketing and supervises staff and contractors in these areas. This position also supervises lines of business leads and provides oversight of their business goals, alignment of goals to support the mission, and performance toward goals.

The Associate Executive Director focuses on continual process and operations improvements, oversees daily operations, planning, quality control, and develops and monitors the use of resources. They will create Standard Operating Procedures (SOPs), develop tracking and reporting processes and tools, and build information flows. They will manage the HR lifecycle - from resource planning to recruiting, onboarding, performance management, and professional development. The selected candidate will actively engage the staff to develop business goals, track progress toward goals, and increase the effectiveness and efficiency of team members.

The Associate Executive Director shares the responsibility with the Executive Director for profitability and loss, including pro-active cash flow management. As determined, they will assist with developing and implementing a comprehensive fund development program with current grant programs/funders along with foundations and new sources. This includes managing and assisting with developing resources for general operating, salary, and property-related funds. This position will oversee compliance to remain in good standing with all funder/government/partner requirements.

The incumbent will demonstrate a passion for the mission of the organization, dedication to and experience working with the diverse communities and families we serve, and foster excellent client and partner relations. The Associate Executive Director will assist with general marketing and visibility of the organization, build and maintain key customer relationships and coordinate in partnership with the Executive Director in identifying business opportunities.

## Essential Job Functions

### Operations Management

- Optimizes operational systems, processes and policies, management reporting, information flow, business process improvement, and organizational planning
- Fosters the improved collection and use of client and industry data for strategic business decisions and storytelling
- Supports creation of financial reports and projects budgets as required
- Improves coordination and communications across the organization to increase operational effectiveness and efficiency
- Conducts resource planning, employee and contractor background checks, payroll management, performance management, professional development
- Participates in risk assessment analysis for all new lines of business and the continuation of existing lines of business
- Ensures that projects are delivered on time and on or under budget



We build strength, stability, self-reliance through shelter.

### Strategic Planning

- Contributes to short and long-term strategic planning and the identification of potential new markets and lines of business and funding opportunities
- Assists with responding to grant proposals, with particular focus on state and federal proposals
- Works with individual business leads to establish business goals and tracks individual performance in support of goals

### Funding Source Management and Compliance

- Serves as a link between the organization and Habitat for Humanity International and Habitat affiliates and manages networking relationships with funders and other partners
- Prepares accurate and timely submission of reports and surveys as required by funding sources
- Initiates on and offsite audits and grant end reporting
- Oversees timely invoicing to all funding sources
- Directs staff on agency compliance with all contracts and relationships
- Oversees the negotiation, compliance, and administration of contracts with vendors

### Outreach and Stakeholder Management

- Oversees corporate communications and branding strategies to ensure consistency and quality
- Supports Board and committee meetings as required

## Qualifications and Skills

The successful candidate will have a minimum of 7 years experience, be self-directed, highly organized, and be committed to Habitat for Humanity of Rhode Island-Greater Providence's vision and values.

### Leadership competencies to include:

- Experience working directly with people from diverse racial, ethnic, and socioeconomic backgrounds
- Strong executive leadership and organizational skills
- Collaborative and confident, with an ability to unite and engage staff for performance
- Visionary – able to communicate and work toward the organization's vision
- Knowledge of affordable housing and current industry standards

### Demonstrated track record of excellence in the following technical skills:

- Operations management in a non-profit environment
- Fiscal management and budget development
- Strategy to action planning and tracking
- Leading an organization to meet goals
- Business process improvement
- Project management
- Fundraising and community outreach
- Excellent written and verbal communication skills and ability to present to diverse audiences, specifically racially, ethnically, and socioeconomically diverse communities
- Staff supervision and performance accountability, managing cross-functional teams
- Data collection and reporting in Excel and other data management and presentation tools
- General proficiency with Quickbooks



We build strength, stability, self-reliance through shelter.

- Experience considering the impacts of an organization's work on multiple communities, including communities of color, in technical analysis

#### Desired qualifications:

- Experience working on a diverse team and different communication styles
- Property management experience
- Knowledge and experience in government programs, contract management, and reporting
- Ability to challenge and debate issues of importance to the organization
- Ability to speak a second language
- Proficiency in Microsoft Office products, use of the web, customer relationship management systems

## About Habitat for Humanity of Greater Providence

Since 1987, Habitat for Humanity of Greater Providence (HabitatPVD) has been an independently chartered affiliate of Habitat for Humanity International, the largest non-profit homebuilder globally. Our mission is dedicated to building and repairing decent and affordable housing and communities and to make the need for affordable, safe, healthy, and efficient shelter a matter of conscience and action.

HabitatPVD knows first-hand that a decent home provides the strength, stability, and independence that individuals need to thrive. HabitatPVD's current strategy to fulfill its mission includes a:

- First-time affordable homeownership program
- Home repair & modification program
- Workforce training program
- Volunteer/service-learning program, and an
- Advocacy program

For more information, visit <https://habitatpvd.org>

#### Compensation

HabitatPVD offers a competitive benefits package, a generous allotment of paid holiday and personal/vacation time, flexibility to occasionally telecommute from home, and an inspiring and innovative organizational culture. Salary is commensurate based on experience.

#### Equal Employment Opportunity Employer

HabitatPVD is committed to providing an inclusive and welcoming environment for all staff members, clients, volunteers, subcontractors, vendors, and clients and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment. HabitatPVD does not discriminate based on race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services.

## How to Apply

All applicants should submit a cover letter describing their qualifications and a resume to [Human.Resources@habitatpvd.org](mailto:Human.Resources@habitatpvd.org).

If selected for an interview, references will be required. This position is open until this posting is removed.

**\*\*\* NO PHONE CALLS OR DIRECT EMAILS TO STAFF, PLEASE. NO EXCEPTIONS\*\*\***