

Executive Director

Position Summary

The Executive Director of Habitat for Humanity of Greater Providence and East Bay (Habitat) provides leadership in advancing the organization's strategic direction, workplace culture, and stakeholder relationships. This position is entrusted with fulfilling the mission, vision, and strategic plan of Habitat. Further, the Executive Director is the primary person responsible for planning, organizing, directing, controlling, and administering Habitat operations.

This position requires a dynamic, adaptive, and resourceful leader who, amidst an ever-changing environment, inspires engagement in diverse communities, staff, committees, and the Board alike. The Executive Director is a strong people leader with the emotional intelligence needed to foster a safe and supportive environment for staff. The Executive Director's leadership is consistent with Habitat's Vision, Mission, Guiding Principles, Values, Governance/Operational Policies, and Strategic Plan.

The Executive Director is the key operational leader responsible for the organization's business, capacity, strength, viability, and sustainability. The scope of the role of the Executive Director is significant and includes: managing employees, contractors, and volunteers; serving as the public ambassador and chief fundraiser for Habitat; responding to community needs, developing organizational strategy and managing organizational finances as well as managing risks. This position requires professional conduct with respect to professional ethics, values, and leading the culture of Habitat with integrity.

The complexity of this position is in the diversity of the leadership role and its political and advocacy requirements. It is important for the Habitat Executive Director to build a high-functioning staff team. Facilitating a safe workplace requires emotional intelligence, active listening, and proactively addressing conflict. This role provides leadership to living the values of Habitat for Humanity within the organization and in the broader community. At the core of our mission and ethos is partnering within our community to serve the area's most marginalized populations.

About Habitat for Humanity of Greater Providence and East Bay

Since 1987, Habitat for Humanity of Greater Providence and East Bay has been an independently chartered affiliate of Habitat for Humanity International, the largest non-profit homebuilder globally. Our mission is to partner with families experiencing substandard living conditions to build and repair housing and communities and to make affordable, safe, healthy, efficient, and resilient shelter a matter of conscience and action.

Habitat knows first-hand that a decent home provides the strength, stability, and independence that Individuals need to thrive. Habitat's current strategy to fulfill its mission includes a first-time affordable homeownership program, a home repair and performance program, and a workforce development initiative.

Specific Responsibilities

Organizational and Leadership Responsibilities

- Maintain a close working relationship with HFH International and stay current with all HFH policies and practices and ensure compliance;
- Manage overall operations, including resource development, human resources, financial monitoring and reporting, marketing, community outreach; and staff oversight.

Operational Duties

- Build organizational capacity to meet goal of at least two or three units of housing completed per year;
- Manage construction contractors to complete new construction builds on schedule and budget;
- Visit the construction sites as necessary to make sure all are functioning satisfactorily;
- Update Habitat website and social media content regularly;
- With the Family Support Committee staff, and the Board, manage family services to existing Habitat homeowners and supervise selection process for new homeowners;

- Cultivate and support relationships with Habitat volunteers. Ensure that volunteers are recognized and acknowledged for their contributions.

Resource/ Fundraising Development

- Work closely with Board, staff, and committees to develop budgets, ensuring that the affiliate is sustainable;
- Work with the Board and Fundraising Committee to establish goals for increasing incoming capital through grants, fundraising events, capital campaigns, and other methods such as selling mortgages;
- Develop and cultivate strong relationships with donors and community members, and organizations;
- Actively research and solicit gifts from foundations, companies, and individuals.

Strategic Stakeholder and Community Relations

- Create and maintain strong and positive relationships with internal stakeholders (staff, contractors, volunteer, and the Board of Directors) and cultivate an equitable, diverse, and inclusive culture;
- Cultivate and maintain strong and positive relationships with the community donors, sponsors, funders, potential supporters, and other stakeholders and finds pathways for future collaboration;
- Create and build the organization's public profile as well as government and other community stakeholders, to enhance the visibility of Habitat;
- Ensure excellent quality in programs, services, and events;
- Engage local college and high school campus chapters and assist in their activities.

Financial Integrity

- Work with the Finance committee to ensure Habitat operates in a fiscally responsible manner and maintains transparency and adequate funding to carry out its work;
- Cultivate diversification of the current funding base;
- Work in adherence with prudent financial practices;
- Oversee financial management and reporting, including monthly financial reports to the Finance Committee and Board of Directors, preparation of the annual budget, and preparation for independent audits;
- Monitor cash flow, enforce financial policies for expenditures, authorize and report concerns and discrepancies to the Finance Committee and the Board;
- Prepare and control the annual operating plans to align with the strategic plan.

Development & Implementation of a Strategic Plan

- Work with staff and the Board to develop annual strategic goals and take into account emerging trends, key opportunities, known and unknown challenges, and community interest/needs;
- Align operations and develops staff buy-in with the current strategic plan through an impact-focused lens;
- Ensure that the strategic plan is communicated, as appropriate, with internal and external stakeholders;
- Communicate promptly with the Board of directors to present the work accomplished or any challenges experienced in implementing the strategic plan.

Risk Mitigation

- Oversee legal, regulatory, and professional requirements for a charitable organization;
- Ensure the provision of adequate insurance for Directors' Liability, facility and properties, staff coverage, and others, as required;
- Ensure that organizational practices comply with all regulatory and legal standards;
- Stay abreast of community developments and help to identify and address potential public relations challenges.

Reporting to the Board: Board Relationship and Collaboration

- Provide the Board of Directors with relevant and current information for its consideration regarding governance decisions;

- Provide strong and clear communication through established written reports/presentations to the Board, in addition to verbal reports and discussions at regular Board meetings;
- Ensure that the Board Chair or delegate is informed of any potential risk exposure that has the potential to cause harm to Habitat in a timely manner;
- Create a positive environment that attracts and motivates qualified and competent Board Members to engage in Habitat's governance role.

Qualifications and Competencies

The successful candidate will be self-directed, highly organized, and committed to Habitat for Humanity's vision and values. The Executive Director has a degree in social justice, business, public administration, non-profit management, or equivalent experience, as well as 5 to 7 years of professional work experience in a leadership role working in complex environments and serving diverse communities.

Required Competencies include:

- Ability to galvanize people both within the organization and within the community
- Exceptional people leadership skills
- Strong skills implementing a fund development strategy
- Strong financial management and budgeting skills
- Strong coaching and mentoring skills
- Strong project management skills
- Strong understanding of Equity, Diversity, and Inclusion (EDI) principles, as well as anti-oppression and social justice frameworks, and an ability to communicate those effectively
- Strong change management skills and experience/understanding of systemic change
- Excellent conflict management and de-escalation skills
- Excellent verbal and written communication skills
- Ability to set boundaries effectively and kindly
- Strong, proactive, and sensitive HR competencies
- Strong understanding of governance and experience reporting to or working closely with a Board of Directors
- Ability to adapt management style to a diverse staff

Working Conditions

The Executive Director is a full-time position within a strong value-based organizational culture. This position requires a high level of team collaboration and significant autonomy. Due to funding and event cycles, Board events, and organizational plans, there is a requirement for the Executive Director to work longer hours during peak or demanding periods and then to take time off or work 'shorter' days to balance the schedule.

Hiring

The Executive Director position receives a comprehensive compensation package that includes a salary range of \$65,000 – \$80,000, health benefits, access to professional development funds, and the ability to be a visible ambassador in the community.

Equal Opportunity Employer

Habitat 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. Habitat 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 and resume to Human.Resources@habitatpvd.org