

Watauga County Habitat for Humanity, Inc.
EXECUTIVE DIRECTOR

Position Summary: The Executive Director (ED) is the public spokesperson for Watauga County Habitat for Humanity. The ED should inspire others to the needs of the organization and bring energy and vision to all Habitat activities. A passion for the mission of Habitat for Humanity is essential. The Executive Director should be an all-inclusive coordinator bringing the talents and gifts of other individuals and businesses together for the purpose of building simple, decent housing for people in need. Public relations are an integral part of this position and are regarded as of the utmost importance. The Executive Director is responsible for the day-to-day operations and administration of Watauga County Habitat for Humanity. The Executive Director reports directly to the Board of Directors with regular guidance from the Executive Committee.

Position Responsibilities: The Executive Director is responsible for the following, as well as other duties as assigned by the Executive Committee and Board:

Community Relations and Outreach:

- Develop and implement community outreach projects and partnerships with other organizations in Watauga County.
- Visit community groups to increase awareness of the need for qualified homeowners, land, volunteers and financial support.
- Speak at community related functions to promote the mission of Watauga County Habitat for Humanity.
- Develop and distribute materials to promote the activities of Watauga County Habitat for Humanity. This includes, but is not limited to, brochures, newsletters and mailings.

Fund Raising:

- Cultivate partnerships on behalf of Watauga Habitat by regularly contacting churches, businesses, civic groups and individuals.
- Solicit contributions from individuals, churches, corporations and foundations in conjunction with the Resource Development Committee. This includes programs for annual gifts, planned giving, and for corporate sponsorships, as well as in-kind gifts.
- Research, prepare and submit grant requests to potential grantors. Develop a list of potential grant sources.
- Assist committees with fund raising and development events.
- Establish and maintain a process for acknowledging and thanking contributors and volunteers.
- Recruit volunteers, solicit donors, and expand support for Habitat.

Family Selection/Family Support

- Assist committees in recruiting eligible homeowner families and facilitating solutions when questions or concerns arise.
- Track house payments and send out new payment coupons each December to homeowners. Communicate monthly with Family Support regarding the status of house payments.
- Manage the process of handling any delinquent payments by homeowners.

Construction:

- Recruit and manage house leaders; work with the Construction Committee to establish house prices; track building costs.

- Work with Site Selection committee to seek land for homes and cultivate relationships that assist the Affiliate in building homes.
- Oversee and coordinate the process of completing the Greenwood development.

Oversight of the Affiliate:

- Maintain day-to-day operations of the office, affiliate and the ReStore. Supervise the activities of staff, delegating duties as appropriate.
- Prepare needed documents and attend Board and Executive Committee meetings, and other committee meetings, as appropriate.
- Stay informed of activities of all committees and contact committee chairs on a regular basis.
- Supervise the preparation and maintenance of financial records and reporting.
- Work with all committees with regard to their actual versus budgeted performance.
- Maintain all databases to insure that data is secure and confidential.
- Communicate and coordinate with Habitat International, as needed.

Minimum Qualifications: Bachelor's Degree and 3+ years project management and supervision experience through employment or volunteering. Salary commensurate with experience.

Desired Qualifications: Previous construction experience; non-profit/fundraising experience; retail experience; computer literacy (knowledge of word, excel, etc.); email proficiency; network knowledge); ability to lift 25-50 pounds.

To apply: Send a cover letter, current resume, names and contact information for a minimum of three references. Submit materials electronically at edsearch@wataugahabitat.org or by mail to: Watauga County Habitat for Humanity, Inc., ATTN: ED Search Committee, PO Box 33 DTS, Boone, NC 28607. For full consideration, applications must be received by August 2; position remains open until filled.

Mission of Watauga County Habitat for Humanity:

Our mission is to provide decent, affordable housing to low-income Watauga County residents. We build modest homes with volunteer labor, land and materials that are donated or purchased at reduced cost. Habitat offers zero interest mortgages to the home owners. Homes are sold to approved homeowners at no profit. We strive to be consistent with Habitat for Humanity International's mission and to exemplify the gospel of Jesus Christ in all of our activities.

Watauga County Habitat for Humanity, Inc. is an Equal Opportunity Employer.