



Executive Director
Habitat for Humanity of Gallatin Valley, Inc.

About Habitat for Humanity International: Habitat for Humanity International is a non-profit ecumenical Christian housing ministry with a mission of creating a world where everyone has a decent place to live. We bring people together to build decent and affordable housing for all and support the global community's commitment to housing as a basic human right. Our purpose and goal are to help individuals and families achieve strength, stability, and self-reliance through shelter.

About the Role: The Executive Director provides overall executive leadership of the affiliate in accordance with the direction, policies and objectives set forth by the Board of Directors of Habitat for Humanity of Gallatin Valley ("HfHGV). This role is the face and voice of HfHGV in our community and provides leadership to work in partnership with people and organizations in the area to build decent, affordable houses and make adequate housing a matter of conscience and action. This role develops and recommends strategic plans to the Board and manages affiliate operations to translate plans into actions and results.

Responsibilities

Leadership

- Create, purpose, and implement a strategic plan for Habitat for Humanity to fulfill its mission, in accordance with the guidance and goals set by the Board
- Provides oversight and guidance to an existing staff of leaders. Create goals and objectives for each division, and lead staff through successful completion of projects and overall mission of HfHGV
- Develops a team atmosphere of mutual respect and cooperation among staff, volunteers, and the community
- Facilitate the implementation of goals set by the Board
- Strategic planning, program oversight/development and administration

Administration

- Budgeting and fiscal management
- Manage land/lot acquisition
- Implement and maintain Affiliation standards as set by Habitat for Humanity International
- Responsible for overall staff management and workforce planning, training and development:
 - Performs screening, hiring, performance evaluations and termination of staff
 - Provide overall direction for the training, guidance, and supervision of managers, staff, and volunteers
 - Ensure compliance to federal, state, and local employment and safety laws
 - Ensure affiliate policies are carried out as directed

Fundraising

- Advocate for and promote the mission of HfHGV by speaking to community groups and representing the affiliate in various forums
- Provide expert leadership and work integrally with the Development Coordinator and Board members to meet or exceed annual fundraising goals



- Create new and grow existing funding relationships from such resources as individuals, businesses, religious organizations, communities, and foundations

Board of Directors

- Facilitate the workings of the Board
 - Provide guidance and background information needed by the Board and its committees to carry out their functions
 - Prepare Board agendas, send out notices of Board meetings, prepares minutes and attends Board meetings
- Provide nominations for prospective Board members, participates in orientation of new Board members, and arranges training opportunities for new members
- Provide recommendations and proposals to the Board and its committees to ensure the best use of the all-volunteer Board members' time
- Serve as *ex-officio* member on all Board committee meetings

The above duties comprise the core responsibilities of the Executive Director, but it is not intended to be an exhaustive list. This person should expect other duties to be assigned from time to time.

The Executive Director reports to the President of the Board and Executive Committee. All the above duties may be delegated by the Executive Director to staff and/or volunteers but they remain the ultimate responsibility of the Executive Director.

Qualifications

- Bachelor's degree in relevant field
- Minimum of 5 years of experience with demonstrated success in building organizational capacity. Includes staff leadership and development, fundraising, community partnerships, financial management and board relations
- Success in leading and developing an effective and cohesive management team
- Outstanding communication skills; verbal, written and public speaking
- Knowledge of fundraising principles and processes, including grant proposal writing, donor solicitation and event planning
- Exceptional interaction and relationship building skills
- Experienced and comfortable in making "the ask" for funds, donations and volunteers
- Sensitivity and respect for Habitat's mission and values
- Strong conflict resolution skills
- Ability to bridge language and cultural differences/barriers
- Familiarity with construction or related field is preferred

Our valley is surrounded by sweeping mountain views offering world class fly fishing, biking, climbing, skiing, hunting, and exploring. We provide a casual work environment, competitive wages, and a comprehensive benefits package. Learn more about Habitat for Humanity of Gallatin Valley by visiting www.habitatbozeman.org and Habitat International at www.habitat.org

For consideration, please send your cover letter and resume to: jdavid@habitatbozeman.org