

Executive Director (ED)

Position Authority

- The ED is authorized to take any reasonable action to carry out assigned responsibilities in accordance with the organization's Article of Incorporation and bylaws, policies and procedures.
- The ED is expected to exercise sound judgement and take the initiative in their professional performance
- The ED reports to the Board of Directors.

Responsibilities

Organizational and Leadership

- Lead Habitat for Humanity – Lancaster County SC (HFH-LCSC) in a manner that supports and guides the organization's mission as defined by the Board of Directors.
- Attend Board meetings and communicate effectively with the Board and provide timely, accurate and transparent information on on-going operations to make informed decisions.
- Lead operations to include resource development, revenue enhancement, construction, financial monitoring and reporting, marketing and community outreach.
- Work and interface with Habitat International to ensure the affiliate is complying with policies and procedures.
- Monitor work products through frequent feedback meetings with Managers.
- Develop and follow accountability systems for goal measurements and completion.
- Develop and expand community partnerships and enhance existing alliances.
- Establish and maintain relationships with various organizations throughout the State and utilize those relationships to strategically enhance HFH-LCSC mission.

Operational Duties

- Develop an operational plan to achieve the goals of increasing the number of housing units per year.
- Work with the Finance Committee to develop realistic financial strategies and goals.
- Collaborate with City and County staff as needed so that building project timelines are met and comply with affordable housing guidelines and various grant restrictions.
- Review and supervise positive press and media in the HFH-LCSC website, social media and written material.

- Coordinate with the board on the family selection process for new homeowners by working with the Committee to assure eligibility procedures are followed by the applicant families.
- Ensure that volunteers are routinely recognized and acknowledged for their contributions, and develop a pipeline of regular volunteers for each building project and the ReStores.
- Coordinate audit activities as needed to maintain affiliate.
- Communicate with Future Homeowners, Critical Home Repair, Construction Managers and Volunteers to resolve any potential conflicts or concerns to a satisfactory outcome.

Resource Development

- Responsible for approving established goals to increase revenue and grants, fundraising events, and capital campaigns through innovative strategies.
- Build strong relationships with donors and community partners including public and private sector organizations across both counties within our affiliate.
- Organize fundraising events and partner with other organizations to collectively raise funds.
- Responsible for fundraising and developing other resources necessary to support HFH-LCSC mission.
- **Goal:** Establish relationships to fund 2 homes and support 10 critical home repairs

Project and Construction Management

- Aggressively seek new opportunities for land acquisition and future projects throughout the Lancaster County.
- Evaluate new opportunities with detailed development pro formas, budgets, cash flows, and project schedules.
- Coordinate pre-development and construction activities to ensure timely completion in accordance with scheduled timelines.
- Coordinate project management teams and personnel to effectively complete housing projects within budget and timelines.

ReStore

- Support re-introduction, promotion, growth, and purpose of the ReStore retail operations.
- Establish appropriate accountability measures to achieve revenue targets at the ReStore.

Finance

- In conjunction with the Finance Committee, prepare and present monthly financial reports to the Board of Directors.
- Monitor cash flow, enforce financial policies for expenditures, and report concerns to the Treasurer and the Board.
- Responsible for the fiscal integrity of HFH-LCSC. Prepare and submit to the Board proposed annual budget for new activities or events.
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensuring maximum resource utilization, and maintenance of the organization in a positive financial position.
- Ensures that the affiliate is in compliance with Federal, State and Local regulations.

Background Check

Employment offer is contingent upon successful completion of required background checks to include:

- criminal background
- sex offender registry
- complete and current credit history
- credit score
- drug screening