



## Executive Director

**Position:** Executive Director  
**Reports to:** Board of Directors  
**Location:** Mt. Angel, Oregon (service area includes: Canby, Aurora, Hubbard, Woodburn, Gervais, Mt. Angel, Scotts Mills, and Silverton)

**POSITION SUMMARY:** The Executive Director, in accordance with the objectives, policies and directives set forth by the affiliate Board of Directors provides overall executive leadership for the Affiliate and ReStores. Responsibilities include supervision and mentoring of paid staff, networking with community service organizations, serving as the public face and spokesperson and providing the necessary follow-up to ensure the whole organization runs smoothly and effectively while carrying out the goals and objectives of the mission.

### RESPONSIBILITIES

#### Administration and Management

- Oversee implementation of affiliate policies and procedure adopted by the Board of Directors. Responsible for public accountability of the organization.
- Serve as the communication link between the Board, paid staff, committees and ReStores.
- Supervise and assess performance of all staff. Performs screening, hiring and termination of staff.
- Maintain a close working relationship with the Construction Manager, including working knowledge of site progress to ensure houses are built within time and budgetary parameters.
- Coordinating with the ReStore Director to see that policies, procedures, and goals of the ReStores are effectively carried out.
- Consult with the Business Manager on payment of bills and other financial reports as needed for board meetings, grants and funding sources.
- Prepare agenda, reports and packet for monthly board meetings.
- Serve as liaison between HFH International/HFH Oregon and local affiliate.
- Assist the Board with long-term planning through the creation and implementation of future strategic plans.
- Assist Board in recruiting and training new board members.
- Provide leadership and oversight to Family Selection Committee and Program Manager.
- Provide leadership and oversight to Business Manager with originating appropriate loan documents and disclosures for the sale of affiliate housing units.

#### Resource Development

- Provide leadership for solicitation of major gifts, including identifying and meeting with major corporate and individual donors.
- Cultivate in-kind materials and land donations whenever possible.
- Identify and apply for available funding and grant sources.
- Assist Business Manager and Board of Directors in developing the yearly budget.
- Serve as liaison to secure and assist with annual audit.

#### Public Relations

- Serve as primary spokesperson for the organization.
- Assist Communication Manager in development of regular media releases.



- Expand NWWVHFH’s visibility and partnerships in the community. This would include outreach to all local religious, business, civic and volunteer organizations, foundations or other charitable giving organizations as well as other government and non-government housing and human services organizations.

### **Preferred Skills and Experience**

- Bachelor’s Degree in human service related field and/or a combination of experience and education
- Minimum three years’ experience working for a non-profit in a leadership capacity
- Previous Habitat experience *preferred*
- Must pass a background check, including sexual offender registry check
- Reliable transportation required

### **Competencies**

- Ethical leadership demonstrating consistent high standards of integrity and accountability.
- Team building through positive and effective communications and strong interpersonal skills.
- Innovation based on sound business acumen and consideration of a range of risk and reward factors.
- Initiative represented by “a sense of urgency” energy, enthusiasm, attention to detail and follow up.
- Adaptability . . . a quick, sound and positive decision maker in rapidly changing conditions; anticipating, addressing and solving problems.
- A relationship builder for cooperative, mutually beneficial and long-term relationships.
- Personal presence, projecting a professional image in speech and demeanor in interactions with others in multiple venues and scenarios.

### **Working Conditions/Work Environment**

Work full-time, Monday – Friday with evening meetings and weekend activities and events, as necessary.

Daily computer use. Some tasks may require prolonged standing and/or sitting. Frequent attendance at meetings or activities outside of normal working hours. Frequent operation of a motor vehicle on public roads. Occasional physical exposure when visiting Habitat home building sites.

**Salary Range:** Full time starting salary range \$50,000 to \$70,000, commensurate with experience.

**Benefits:** Healthcare benefits, paid sick and vacation, and retirement contributions.

### **Application Guidelines/Contact:**

Email résumé and cover letter to Hiring Committee, at [mrauch0847@gmail.com](mailto:mrauch0847@gmail.com), before 5 p.m. on Wed. Nov. 28, 2018. Write in email subject line “Executive Director” Limit cover letter to two pages.

**Equal Employment Opportunity:** *North Willamette Valley Habitat for Humanity is an equal opportunity employer and seeks to employ and assign the best qualified personnel for all our positions in a manner that does not unlawfully discriminate against any person because of race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve national guard status, or any other status or characteristic protected by law. We value diversity and support a positive and welcoming environment where all employees can thrive.*