



Habitat for Humanity Anchorage Executive Director *Building Homes. Building Hope. Changing Lives*

Role: The Executive Director is the face and voice of Habitat for Humanity in the community and provides leadership to accomplish the mission of the organization to eliminate substandard housing in Anchorage, one family at a time. Duties are performed under the general direction of the Board of Directors. The Executive Director recommends strategic plans to the Board and manages agency operations to translate plans into actions and results in accordance with the mission, policies and standards of Habitat for Humanity International and Habitat for Humanity-Anchorage (HFHA).

Location: Anchorage

FLSA Status: Exempt, Full time

Salary: negotiable, DOE

Reports to: Board of Directors

Send cover letter and resumes to: luann@hfhaedsearch.com

Website: www.hfhanchorage.org

GENERAL RESPONSIBILITIES

- **Strategic and Operational Leadership**
 - Develop and recommend long-range plans that position the organization to fulfill its mission
 - Translate plans into operational actions with measureable results and clear accountability.

- **Operations / Delivery of Services**
 - Oversee the day to day operations of the organization ensuring that all facets of the organization efficiently and effectively fulfill the Mission of HFHA
 - Plan/coordinate the development of policy with board or designated authority
 - Oversee the planning and safe execution of home construction and rehabilitation activities, including site selection, building design, material and labor sourcing, and manpower to ensure Habitat's goals for providing affordable, decent housing are met within established timeframes and budgets.
 - Establish processes for family intake, selection, partnering and mortgage management and support to assure successful home ownership.
 - Ensure profitable and efficient operation of the Restore.
 - Provide written comprehensive reports to Board according to a mutually agreed upon schedule regarding the operation of programs and their compliance with organizational policy.

- **Staff Management**
 - Provide leadership and direction for staff and volunteers to ensure a positive work environment
 - Build and lead high-performance team.



- Ensure that HR policies are in place to comply with all legal requirements and that the policies are consistently applied.
- Hire, develop and manage performance of paid staff.
- Determine staff resource needs and optimum organizational structure and establish plans to provide the staff needed for HFHA organizational capacity building.
- Align staff activities and roles/ responsibilities in support of HFHA programs and strategic plan.
- **Fiduciary**
 - Develop annual budget for Board approval and prudently manage operations and services within the approved budget and in compliance with all laws and regulations. Present reports on financial planning, status, anticipated problems and alternatives.
 - Ensure that all activities are managed with integrity and in compliance with applicable laws, regulations and HFH policy.
- **Fundraising**
 - Maintain an effective resource development process to provide sustainable funding necessary to fulfill the HFHA mission and strategic plans.
- **Community / External Relations**
 - Serve as the face and voice of HFHA to the community to maintain a positive image for the organization.
 - Builds and maintains strong partnerships in the community with investors, other affordable housing organizations and other entities that are needed to support HFHA mission.
- **Board Relations**
 - Assist the Board in strategic planning, to include implementation and review of long term plans, and advise the Board on issues impacting the Mission of the organization, as well as other issues related to achievement of the Mission.
 - Attend or be represented by a designee at all meetings except for those reviewing the ED's performance, status, or compensation.
 - Proactively assist in Board Development to ensure that the Board is a viable and valuable resource to the affiliate.

Other Requirements:

Promote and adhere to the Mission of Habitat for Humanity Anchorage. Observe confidentiality of clients and agency information. Obtain Board approval for employment activities outside of the organization; assume no duties that are unrelated to and/or interfere with her/his administrative duties.



Habitat for Humanity Anchorage Executive Director

CANDIDATE SELECTION CRITERIA

Education

Bachelor's degree in relevant field or equivalent experience

Experience

5+ years of proven leadership and upper management positions in organizations of similar size. Develops and recommends strategic plans to the Board and manages agency operations to translate plans into actions and results. Has successfully built organizational capability including organizational design, staff development, fundraising, community partnerships, financial management and board relations. Demonstrated ability to lead strategic planning translated into effective, operational results. Proven track record in building and leading high-performance teams. Excellent internal and external communication skills. Project management, construction management and/or real estate/mortgage banking or related experience desirable. Not-for-profit work and board experience a plus. Personal qualities include integrity, creativity and versatility.

Competencies

- Understand and embrace the Mission and values of the organization
- Willingness to promote and advocate for the benefit of the organization in keeping with Christian beliefs
- Awareness of non-profit and/or social service sector issues.
- Ability to work with and leverage the leadership resources of the Board
- Establishes processes to ensure commitments and obligations are effectively monitored and met
- General knowledge of project management, construction industry, land acquisition, mortgage process, real estate transactions, and municipal relations.
- Strategic and operational planning (establish organizational goals and implement plans reach them)
- Develop and manage budgets with sound financial management skills
- Knowledge of fundraising processes including grants
- Partnering and collaborative skills: within organization and across community.
- Strong leadership skills – proactively identify issues and opportunities and take appropriate actions to make improvements
- Establish, support, mentor and lead teams
- Multi-tasking and effective delegation skills
- Ability to set priorities and manage conflicting priorities effectively
- Decision making, problem solving and follow-through
- Creativity, energy, versatility. Proactive, progressive thinking.
- Collaborative conflict resolution
- Compassionate
- High ethical standards
- Strong communication and rapport building skills - one on one, group and public speaking
- Effective writing and presentation skills