



EXECUTIVE DIRECTOR SEARCH PROFILE

www.tetonhabitat.org

Jackson, Wyoming

Summary of the Search

Habitat for Humanity of the Greater Teton Area's mission is to strengthen our community by building simple, decent homes in partnership with hardworking families in need and people from all walks of life. We are an affiliate of Habitat for Humanity International.

Habitat for Humanity of the Greater Teton Area (Habitat) was formed in 1995 and completed its first three homes in 2000. Since its formation, the affiliate has completed 18 homes and currently has 5 under construction which are due for completion in spring 2012. The affiliate has a goal of completing an additional 20 homes by 2016.

Habitat seeks a creative, experienced and savvy individual to be the strategic leader, visionary, and architect to effectively lead the organization through an expansionary period. The Executive Director must be an entrepreneurial leader with excellent communication skills who can craft and execute new strategies to reach ambitious funding and building goals.

The director will be responsible for leading Habitat's five lines of business:

- Nonprofit management & fundraising
- Human/social services
- Construction
- Retail
- Lending

The ability to raise funds to support expanded building goals is critically important to this position. The Executive Director will construct and implement a comprehensive fundraising strategy to advance existing fundraising efforts in order to meet Habitat's stated goals. The Executive Director will creatively identify and leverage major gifts and strategically engage major donors, board members and volunteers in fundraising initiatives while providing meaningful and valuable engagement opportunities and effective support.

Habitat for Humanity of the Greater Teton Area

Through volunteer labor and donations of money and materials, Habitat builds (and in some areas, rehabilitates) simple, decent houses alongside our homeowner partner families. In addition to a down payment and monthly mortgage payments, homeowners invest at least 500 hours of labor into building their Habitat house and the houses of others. Habitat houses are sold to partner families at no profit and financed with an interest free loan issued by the affiliate. The homeowners' monthly mortgage payments are used to build still more Habitat houses.

Habitat also operates the Habitat ReStore, which sells donated furniture, building materials and appliances to raise funds for Habitat. ReStore profits cover half of Habitat's overhead costs while helping community members affordably improve their housing and diverting waste from the landfill.

Habitat for Humanity of the Greater Teton Area is one of 2,050 Habitat affiliates. There are 1,500 affiliates in the United States and 550 international affiliates. Collectively, Habitat builds in over 3,000 communities around the world. To date, Habitat has helped build over 500,000 decent, affordable houses and served more than 2 million people around the world.

Houses are built by Habitat affiliates while Habitat for Humanity International, headquartered in Atlanta, provides a wide range of support services and resources. Each affiliate is operated locally and has a board of directors that sets policy and direction for the affiliate. Affiliates must abide by certain fundamental covenants and overarching policies established by Habitat for Humanity International. Such policies include not charging interest on loans and selecting families for the program based on their level of need, their willingness to become partners in the program and their ability to repay the loan.

Habitat does not pay a membership fee to Habitat for Humanity International, however, all U.S. affiliates are asked to tithe 10% of all unrestricted donations to Habitat country offices in order to build homes overseas. On an annual basis, each affiliate selects the country (-ies) they would like to tithe to. The Teton County affiliate has tithed to Habitat Mexico since its inception and through this tithe has funded the construction of 30 homes in various parts of Mexico. For the last three years, the affiliate has organized a volunteer trip to help build homes in the Mexican state of Nayarit.

The Teton County affiliate has been recognized by Habitat for Humanity International as a top tithing affiliate for the last four years. The affiliate has also been awarded "Best Nonprofit" status by the JH Weekly reader poll for 2008, 2009 and 2010. More information about the affiliate can be found at www.tetonhabitat.org.

Habitat for Humanity International is a nonprofit, ecumenical Christian organization. The ministry was founded in 1976 on the conviction that every man, woman and child should have a simple, decent place to live in dignity and safety. Habitat has an open-door policy: All who desire to be a part of this work are welcome, regardless of religious preference or background. We have a policy of building with people in need regardless of race or religion. We welcome volunteers and supporters from all backgrounds. More information about Habitat for Humanity International can be found at www.habitat.org.

Key Responsibilities

The Executive Director will provide overall executive leadership for the affiliate in accordance with the direction, policies and objectives established by the affiliate Board of Directors and Habitat for Humanity International. The director will lead Habitat's efforts to house families in need, build community, and educate program participants with a goal of breaking the generational cycle of poverty that is prevalent in the community served by Habitat.

Of primary importance in this position is the ability to raise funds and acquire land in order to fulfill Habitat's mission. The Executive Director will be expected to create excitement and consensus around a broad strategic vision, to serve the organization and its diverse internal and external stakeholders, and positively enhance Habitat's reputation and profile in the community.

Responsibilities will include:

1. Resource Development
 - a. Hold primary staff responsibility for raising funds needed to reach organizational goals and work closely with Fundraising Committee to develop annual fundraising plans. Fundraising activities will include individual solicitations, including major gifts, grant writing, events, and direct mail.
 - b. Hold primary staff responsibility for securing land to meet affiliate building goals and work closely with Land Acquisition Committee to develop and update land acquisition strategy.
 - a. Represent Habitat to interested community groups, churches, foundations, civic leaders, etc., and ensure Habitat's continued visibility in the community.
 - b. Work closely with ReStore Manager and ReStore Committee to further develop the ReStore in order to reach profitability goals, with the ultimate goal of having ReStore profits cover 100% of affiliate overhead.
2. Program Administration
 - a. Remain informed of industry developments in the affordable housing, poverty elimination and nonprofit management arenas.
 - b. Remain informed of developments within Habitat for Humanity International and share information about emerging programs and trends with Board of Directors. Serve as the affiliate's subject matter expert on Habitat for Humanity.
 - c. Use industry and Habitat knowledge to develop and recommend to the Board long and short-range plans for the organization's programs and services.
 - d. Ensure on time and on budget construction of high quality, energy efficient dwellings.
3. General Administration
 - a. Hold chief responsibility for public accountability and provide regular reporting to the board.

- b. Ensure compliance with all legal obligations of the organization, minimize organizational risk, and maintain adequate levels of insurance coverage.
 - c. Hold chief responsibility for all human resource functions and ensure legal compliance.
 - d. Work effectively with local government on issues such as land acquisition, project development, and general advocacy for Habitat's constituents.
 - e. Create and implement annual operating/business plans that support the strategic direction established by the board.
 - f. Propose annual budget to Finance Committee and Board, authorize expenditures within approved budget and monitor and communicate monthly performance against budget.
 - g. Ensure adherence to Habitat policies among staff, committees and volunteers.
 - h. Work with President in the preparation of board meeting agendas.
 - i. Communicate regularly with the Habitat national office.
 - j. Ensure physical facilities are maintained, adequate records are kept, and office, store and jobsite are professionally presented and maintained.
4. Board, Staff & Volunteer Development
- a. Ensure organization has adequate human resources required to meet goals and ensure effective management of staff and volunteers.
 - b. Take primary responsibility for staff oversight, compensation and evaluation, and play proactive role in development of each staff member.
 - c. Work with Board Nominating Committee to identify needed skills and prospective board members and participate in interview and evaluation process.
 - d. Assist with on-boarding process for new board members.
 - e. Arrange training opportunities for board members and key volunteers.

Qualifications

The successful candidate will have most, if not all, of the following skills:

- Proven track record leading an organization with at least a \$1 million annual budget and corresponding support staff. Nonprofit administration a plus.
- Demonstrated fundraising ability and successful track record raising at least \$1 million annually from both private and governmental sources. This will include the confidence to deal with individual donors, corporations and foundations, sponsors and partners; the vision and ability to run effective events; and the communication skills and passion to share Habitat's story.
- Creativity and relational skills to identify and build partnerships with housing agencies, land owners, donors, elected officials and other community leaders.
- Expertise in the management of financial resources and analysis of financial statements with the ability to explain the financial position of the organization to relevant stakeholders.
- Understanding of the construction process from property acquisition to occupancy.
- Excellent communication skills in dealing with people from business, religious, political, and low-income communities. Strong public speaking skills and comfort and experience serving as the primary spokesperson and representative for an organization.

- At least 5 years of management experience, including significant experience directly managing staff.
- Familiarity with the Habitat for Humanity organization and a proven desire to make a difference. While the successful candidate could come from the for-profit or nonprofit sector, a track record of mission advocacy and/or active volunteerism is a must.
- B.A. degree or equivalent.
- Ability to understand and utilize computers and other appropriate technology in support of Habitat programs and functions.
- Physical Demands: A portion of the time will be spent sitting, answering and making phone calls, compiling information, writing and working at a computer. Also, the work involves frequent onsite visits to project location(s) and meetings outside of the office. The director is encouraged to spend some time on the jobsite each year to stay connected with families, volunteers and the heart and soul of Habitat's work. Light physical exertion is required with occasional lifting.

Compensation

This is an impactful opportunity to lead a highly respected, well-known and valued organization. A competitive compensation package will be assembled for the successful candidate.

Application Process & Timeline

Please email confidential cover letter and resume to laura@tetonhabitat.org with "Executive Director Submission: [Your Name]" in the subject line. Resumes will be accepted until January 27, 2012; however, **early submissions are strongly encouraged**.

The hiring process timeline has been defined as follows; however, all dates are subject to change:

January 27, 2012:	Application deadline
February 1, 2012:	Notification of first round interview selection / denial
February 2 & 3, 2012:	First round interviews
February 7, 2012:	Notification of second round interview selection / denial
February 9 & 10, 2012:	Second round interviews
February 13, 2012:	Final interview
February 15, 2012:	Final notifications
March 1, 2012:	Announcement of new director

Habitat for Humanity is an equal opportunity employer.