

HABITAT FOR HUMANITY WINDSOR-ESSEX

Job Title: Executive Director
Status: Full-time, Contract (potential for permanence after the contract)
Salary: Salary Schedule under review
Reports to: Board of Directors, Board Chair
Supervises: HFHWE staff & volunteers
Works With: HFHWE Affiliate & ReStore Staff
Volunteers
Committee Chairs & Committees
Corporate Sponsors, Donors, Suppliers
Community Partners
Partner Families
Location: Windsor, ON (must be willing to reside in the Windsor-Essex region)

Our mission is to mobilize volunteers and community partners in building affordable housing and promoting homeownership as a means to breaking the cycle of poverty.

Job Description

The Executive Director leads and oversees the strategic and daily operations of the Affiliate. He/she is responsible for the ongoing realization of the organization's vision, mission, values, plans and financial objectives, and provides strategic and administrative management to the Affiliate's employees, volunteers and committee members. He/she is responsible for executing the direction of the Board of Directors, and for assisting its Chair in fulfilling his/her responsibilities.

What We Are Seeking

The successful candidate will bring a depth of experience in the non-profit sector, a proven record of leadership, strong financial management skills, excellent communication skills, creative problem-solving skills, commitment to families in need, and an understanding of the work of Habitat for Humanity. The Executive Director must know how to balance work and personal life and be open to asking for help.

Due to the wide range of responsibilities, employees, volunteers, clients and partners, the Executive Director needs to have strong inter-personal skills, the ability to manage time and resources to their best advantage, and the capacity to hold the long view while making steady incremental progress. This leader must be comfortable managing differences of opinion and prepared to lead by example. He/she needs to be able to anticipate challenges, raise concerns and advocate for employees, volunteers and families in a way that strengthens the HFHWE community.

Qualifications

- At least 5 years non-profit leadership experience
- Bachelor's Degree/higher (or matching certification and experience)
- Track record of effective organizational and staff leadership
- Experience in successfully developing and implementing a strategic plan
- Proven organizational management, staff and volunteer coaching
- Knowledge of Health & Safety regulations and ongoing requirements
- Solid project management skills
- Knowledge of building and housing development preferred
- Ability to develop and manage an organizational budget
- Experience working with a volunteer Board of Directors
- Marketing, public relations and fundraising experience
- Strong written and oral communication skills
- Successful grant writing experience
- Computer and social media competency
- Proven ability to work with a broad range of people and cultures
- Ability to delegate and share responsibility
- Leadership training and/or fundraising training
- Able to provide a Police Clearance and clean driver's abstract as a condition of employment

Responsibilities

Leadership & Management

- Provide leadership supportive of the Board's strategic plan
- Oversee Affiliate governance, including short- and long-term strategic planning
- Encourage high standards of professionalism throughout the organization
- Ensure that all Policies & Procedures are being followed and make recommendations for change to the Board as required
- Oversee the day-to-day affairs of the Affiliate
- Oversee the recruitment and release of all personnel (paid & volunteer)
- Ensure proper training, management and performance reviews for staff
- Ensure a positive, healthy and safe working environment
- Maintain a succession plan for managerial positions
- Manage Operational Committees
- Manage and supervise all Affiliate managers who report to the Executive Director
- Ensure effective systems are in place to track efficiency in the operational and fundraising aspects of the organization, regularly evaluating and measuring successes that can be effectively communicated to the Board, funders, and other stakeholders
- Oversee project management of HFHWE builds; taking a hands-on role to ensure deadlines, key decisions and budgets are on track

- Oversee all activities and Affiliate responsibilities related to existing and new partner families
- Develop & implement plans for future builds and Affiliate projects
- Handle all media engagement on behalf of HFHWE

Fundraising & Communications

- Prepare and manage the budget with fiscal accountability
- Provide leadership to support ongoing Affiliate growth and sustainability
- Identify, monitor and achieve opportunities for fund development & grants
- Expand revenue generating and fundraising activities
- Refine and strengthen all aspects of communications to create stronger awareness and community support
- Maintain & develop community partnerships
- Identify and monitor risks to the Affiliate and develop plans to mitigate
- Represent the Affiliate to the public in accordance with its principles and values

Relationship with Board & Committees

- Communicate regularly and honestly with the Board
- Attend all Board meetings
- Develop, maintain, and support a strong Board of Directors; seek and build Board involvement on an ongoing basis
- Serve as the link between the Board and staff
- Oversee tasks necessary to maintain HFH Canada minimum standards
- Assist Governance & Operational Committees as necessary
- Manage Operational Committees
- Serve as an ex-officio member of all committees including the Executive Committee and Board of Directors
- Participate in HFH Canada activities as directed by the Board
- Support appropriate Board orientation and development
- Participate and contribute to strategic planning processes and reviews
- Participate in annual performance reviews and goal setting
- Fulfill other duties as directed by the Board

Contact Information

Application Deadline: Friday, June 16th 2017 @ 4 PM

To apply, confidentially submit a cover letter and resume by email.

Use ED Search Committee in the subject line and send to:

administration@habitatwindsor.org

We thank all applicants for their interest; however only those selected for an interview will be contacted. Habitat for Humanity Windsor-Essex is an equal opportunity employer committed to workplace diversity and invites applications from all qualified individuals.