Executive Director Vacancy Announcement

Habitat for Humanity, The Heart of Wyoming (HFHHOW), a not for profit Wyoming Corporation dedicated to affordable housing and an affiliate of Habitat for Humanity International, is seeking an experienced Executive Director. This individual will report to the HFHHOW Board of Directors and will manage the organizations day-to-day operations in collaboration with a team of dedicated staff and volunteers.

A full position description is attached. Salary and benefits will be commensurate with the successful candidate's education and experience. This position is located in Casper, Wyoming and no relocation assistance is available. Valid driver's license, reliable transportation and willingness to travel are required.

All candidates should send a cover letter, to include statements detailing experience and/or accomplishments that will convey your ability to lead the organization, and resume to: lorraine@heartofwyoming.org with "Resume of <your name>" in the subject line.

The vacancy will remain open until filled and resumes will be considered as received.

Habitat for Humanity, the Heart of Wyoming is committed to hiring and retaining a diverse workforce. We are an Equal Opportunity Employer, making decisions without regard to race, color, religion, sex, national origin, age, veteran status, disability, or any other protected class.

Executive Director

Description
The Executive Director accepts the covenant of Habitat for Humanity International (HFHI) and is a leading advocate in the community of Habitat for Humanity, the Heart of Wyoming, Inc. (HFHHOW). The Executive Director is responsible, and accountable, for the effective and efficient financial, operational, and administrative management of HFHHOW in accordance with the policies, objectives, and directions of the Board of Directors. The Executive Director promotes the overall vision, direction, health, and growth of HFHHOW and leads the organization in fulfilling its mission. The Executive Director is a nonvoting, ex-officio member of the Board of Directors and reports to the Chair of the Board of Directors.

Qualifications
The Executive Director must understand and appreciate the organization's mission, values and goals. Serve as a leader to all constituents of HFHHOW promoting collaborative success and health of the organization. Demonstrate a high level of written and verbal communication skills, be effective in public speaking, the development of presentations, and have strong negotiation skills. Detail-oriented and able to work independently in a fast-paced, multi-faceted environment. Proven success in leading, building and developing a team environment. Able to relate to a diverse group of individuals and remain consistent in keeping a professional demeanor.

Primary Duties and Responsibilities
1. **Strategic Planning, Program Development and Administration**

a. Supervise and provide direction to the staff responsible for all functions of HFHHOW – construction, volunteer management, family services, mortgage origination and servicing, site selection, community relations, marketing, and administration.
b. Provide leadership in developing program, organizational and financial plans with the board of directors and staff, and execute the plans and policies as directed by the board.
c. Establish and maintain effective working relationships with all governmental agencies necessary for HFHHOW to successfully conduct its programs.
d. Ensure that all required official records and documents are maintained, and ensure compliance with federal, state and local regulations as well as Habitat guidelines and requirements.
e. Maintain a working knowledge of significant developments and trends within the Casper/Natrona County area, the State of Wyoming, and the broader Habitat community.
f. Work closely with HFHHOW development staff on grant writing and implementation of resource development plans.
g. Promote active and broad participation by volunteers in all areas of the organization's work.

2. Communication and Public Relations:
a. Keep the board fully informed on the condition of HFHHOW and important factors influencing it.
b. Assist the board of directors in making fundamental decisions, preparing strategic plans and creating/maintaining policies.
c. Publicize the activities of HFHHOW, including its programs and goals.
d. Establish sound working relationships and cooperative arrangements with local and state community groups and nonprofit organizations.
e. Represent the programs and point of view of HFHHOW to agencies, organizations and the general public.

3. Personnel Management:
a. Be responsible for the recruitment and effective employment of HFHHOW staff and volunteers.
b. Ensure job descriptions are developed, regular performance evaluations are performed, and sound human resource practices are in place.
c. Encourage staff and volunteer development and education. Assist staff in relating their specialized work to the overall success of the organization.
d. Maintain a climate, which attracts, retains, and motivates a diverse staff of top quality people.

4. Budgeting and Financial Management:
a. Be responsible for development and maintenance of sound financial practices.
b. Work with the staff, the Finance Committee, and the Board in preparing a budget. Ensure that the affiliate operates within budget guidelines.
c. Ensure that adequate funds are available to permit HFHHOW to fulfill its mission.

Required Education and Experience

This position requires a bachelor's degree or higher in business administration, non-profit management, or another related field. A minimum of seven years of non-profit or related experience is required with demonstrated success in building organizational capability, including organizational design, staff development, fundraising, resource development, community partnerships, financial management and board relations. A demonstrated independent responsibility for organizational management and accomplishing results managing budgets in either a for-profit or not-for-profit is essential.

Position Type