



Executive Director, Habitat for Humanity of Laramie County Inc.

Habitat for Humanity of Laramie County Inc. (HFHLCI) is an affiliate partner of Habitat for Humanity International. The Executive Director is expected to provide overall executive leadership for the affiliate in accordance with the direction, policies, and objectives established by the HFHLCI Affiliate Board of Directors and Habitat for Humanity International.

Key responsibilities include:

Communicating HFHLCI's program and mission clearly and persuasively in a variety of settings and to a variety of audiences. Displaying leadership with sound judgement, effective verbal and written communication skills including breaking down complex information, and strong organizational skills. Resolve problems in a timely manner. Gather and analyze information skillfully. Interfaces with Habitat for Humanity International staff and other affiliate Executive Directors.

General Administration of all programs and strategic goals:

- Ensure compliance with Habitat for Humanity International rules and regulations to maintain affiliate's good standing status
- Oversee daily operations and management of administrative staff, ReStore Management, Development Director, Construction Supervisor, and program committee coordinators (home selection committee, faith-based support committee, etc.)
- Ensure communication with all organization stakeholders
- Actively seek positive visibility to promote all programs, enhance reputation, and generate funding
- Knowledge of the housing industry including construction process, safety procedures, mortgages, etc.

Board Support:

- Implement Board directives while following policies to ensure HFHLCI operates as a Christian non-profit organization and follows the organizational mission
- Supports all activities of the Board and its committees, including recruitment, goal setting, and strategic planning
- Works with President of the Board to set monthly meeting agendas and create long-term vision

Financial Management:

- Responsible for the financial, operational, and administrative performance of HFHLCI programs
- Recommend yearly budget for Board approval and prudently manage HFHLCI's resources within budget guidelines according to current laws and guidelines
- Establishes healthy behaviors for attaining objectives and revising the budget as appropriate in accordance with current conditions
- Works closely with the HFHLCI Bookkeeper to administer fiscal control, accountability, budget reporting, and approving operational and building expenses

Community Relations, Fundraising and Development:

- Directs marketing team in strategy development to recognize partnerships, sponsors, and volunteers to maintain and enhance relationships
- Experience with leading fundraising initiatives for nonprofits and developing new funding sources
- Serves a principal liaison and spokesperson of HFHLCI to the community
- Ability to establish and maintain effective working relationships with the Board, staff, volunteers, local government agencies, community groups, and the general public
- Works closely with the Development Director to identify, direct and coordinate fund development strategies to support new and existing programs, including oversight of all fundraising efforts

Requirements:

- Must pass criminal background check and Sexual Offender Check
- Comply with COVID vaccination policy
- Bachelor's degree in Public Relations, Business, Marketing, Nonprofit Administration or related field. Or equivalent work experience
- 5 years paid experience managing in nonprofit organizations with strategic planning experience

This is an exempt, full-time, salaried position working 40 hours per week. Ability to work flexible hours as needed including weekends and evenings. This position reports to the HFHLCI Board of Directors. Benefits include Paid Time Off (PTO), 10 paid federal holidays and Cheyenne Heritage Day. Salary is commensurate with experience and education. HFHLCI is an equal opportunity employer.

If interested in this position, please send cover letter and resume to kate@cheyennehfh.org