

Executive Director

Brookings Area Habitat for Humanity – Brookings, SD

TO APPLY:

The first consideration date for this position is **August 9th, 2024**. Please visit our website to apply, <https://brookingshabitat.org/careers/>

Overview

We are seeking an experienced Executive Director to lead our organization towards continued growth and success. The ideal candidate will be a strategic thinker with exceptional leadership skills and a proven track record in senior management.

Responsibilities

Non-Profit Management

- General Administration - Communicate with Habitat for Humanity - International and maintain compliance with state and federal laws.
- Finance - Recommend yearly budget for Board approval and manage the organization's resources within those budget guidelines. Organize, coordinate and oversee the finances associated with habitat programs, (construction, repair and preservation programs, ReStore) including human resources, budgeting, and long-range planning. Oversee all accounting decisions to ensure accurate financial records, including approval of bills, preparation of payments, and verifying accuracy of charges.
- Mortgage Management - Assure that all mortgages are originated in accordance with BAHFH policy, state and federal law. Maintain relationship with loan servicing agency, reporting regularly to Board the status of mortgages.
- Habitat Program Management (Construction, ReStore, repair and preservation programs) - Communicate the following between the Habitat for Humanity home buyer families and the Executive Committee or Board; legal matters involving Habitat for Humanity, negotiation of covenant agreements between families and purchase, sale and closing meeting on all homes; In cooperation with the Construction Director, recommend appropriate construction plans to the Board of Directors and oversees the construction of homes. Recruits volunteers; Oversees marketing and management of the Brookings Habitat ReStore and affiliate associated repair and preservation programs.
- Special Events - Oversee and attend all Habitat for Humanity special events (dedications, groundbreakings, Care-A-Vanner Potlucks, Hope Builders Breakfast, Nail the Runway, Annual Meeting and Family Picnic).
- Human Relations - Hire, supervise, train, motivate, and terminate staff as necessary, hold regular and frequent staff meetings and administer annual performance reviews; Follow SD Labor laws, BAHFH policies and employee handbook.
- Board Relations - Recommend appropriate Board actions to ensure BAHFH operates according to the Habitat for Humanity vision and mission; work with the Board to set strategic and long-term planning and goals; in conjunction with the President and Executive Committee, responsible for creation of the monthly board meeting agenda and reports; Arrange training opportunities for the Board and committee members; communicate

between the Board, the committees and the volunteers and provide necessary follow-through.

Resource Development

- Grant Writing - Seek out potential grants opportunities and submit applications. Complete reporting necessary for received grants
- Fundraising and Major Gifts - Coordinate and attend all Habitat for Humanity fundraisers; Develop and Sustain Relationships with current donors and prospects; craft solicitation strategy, make personal visits, and perform follow-up activities focusing on growing the donor base, increasing funds raised and coordinated planned giving campaigns/programs when possible.
- Public Relations - Network and build partnerships with community organizations for in-kind donations, program, and fundraising and donor sponsorships. This involves attending community functions, and establishing alliances with organizations and building relationships with influential individuals in the community; Meet with other regional affiliates. Speak to local groups about the Brookings Area Habitat for Humanity mission. Attend relevant conferences and workshops on behalf of the Affiliate; Produce and distribute the affiliate newsletter. Develop contacts with traditional media and implement social media campaign(s).
- Craft, coordinate and oversee the creation and distribution of public messages, direct donor mailings, appeal letters, and other constituent development mailings.
- Prepare and present regular reports that evaluate resource development efforts, including quarterly progress reports to the Board of Directors.

Other

- Other duties as assigned by the Board of Directors.
- This position requires a background check, and may be subject to drug screenings

Required Qualifications

- Fundraising experience
- An understanding of, and enthusiasm for, the mission of Habitat for Humanity
- Bachelor's Degree or commensurate experience
- A record of successful relationship building
- Staff development skills
- Excellent written, oral, and group presentation skills
- Highly motivated and results-oriented

Preferred Qualifications

- Experience with Non-Profit organization(s)
- Grant writing experience
- Budgeting experience
- Familiarity with major gift and planned giving campaigns and programs
- Experience developing community partnerships



Brookings Area Habitat for Humanity is an equal opportunity employer. We seek to employ and assign the best qualified personnel for all of our positions in a manner that does not unlawfully discriminate against any person because of race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve and National Guard status, or any other status or characteristic protected by law.

Job Type: Full-time

Ability to Relocate:

- Brookings, SD 57006: Relocate before starting work (Required)

Willingness to travel:

- 25% (Preferred)

Work Location: In person