

HABITAT FOR HUMANITY GREATER BOSTON

POSITION DESCRIPTION: PRESIDENT AND CHIEF EXECUTIVE OFFICER

Organization Overview

Habitat for Humanity Greater Boston is a Massachusetts nonprofit organization dedicated to building simple, affordable homes in partnership with low-income families who need decent and affordable housing. We believe homeownership is a vital step to help families break the cycle of poverty. Habitat Greater Boston has been building strength, stability, and self-reliance through shelter in the Greater Boston area since 1987. Hundreds of low-income people live in Habitat homes in local communities such as Belmont, Malden, Needham, Newton, and Boston neighborhoods including Dorchester, Roslindale, Roxbury, and South Boston. Habitat Greater Boston is a 501(c)(3) organization and an independent affiliate of Habitat for Humanity International.

Overview of Position

The President/CEO is the leader of the organization, establishing a vision for Habitat Greater Boston that is achieved through the efforts of an engaged Board of Directors, talented staff, and dedicated volunteers. S/he knows how to leverage the power of relationships and networks and works across public, private and corporate sectors to further Habitat's mission in the Greater Boston area. The President/CEO has a high level of broad business and management skills and is effective at generating resources and financial support for the organization. S/he is the steward of the brand and understands his/her role in promoting Habitat for Humanity. S/he is responsible for building trust and confidence in Habitat Greater Boston's ability to meet expectations and perform effectively.

Key Areas of Responsibility

Board Governance

The President/CEO serves as a principal resource to the Board of Directors and gives advice and direction in policy formation and interpretation.

- S/he partners with the Board of Directors and senior staff to determine the organization's goals and develops strategies to accomplish them.
- S/he is responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly, make informed decisions, and create and/or maintain policies.
- S/he provides professional leadership to the Board of Directors to assure development of an effective and motivated Board, including assisting the Board with the identification and recruitment of new Board members and the training and involvement of current members.
- S/he assists the Board with long term planning and the development and implementation of a strategic plan.
- Jointly with the Clerk of the organization, s/he executes legal documents and conducts all official correspondence of the organization.

- S/he prepares a written President's Report for each Board meeting and arranges for minutes to be taken.
- S/he prepares the agenda for Board and Executive Committee meetings in consultation with the Board chair.
- S/he prepares an Annual Report and an Annual Update on Habitat's families, Real Estate Development Projects and Loan Portfolio which is distributed at the Board's annual meeting in November.

General Administration

- Maintain a culture which attracts, motivates and keeps a diverse staff of highly talented people engaged and happy.
- Establish and administer office procedures, guidelines and performance standards.
- Directly supervise and assess performance of all long and short term staff (affiliate, ReStore, VISTA, AmeriCorps, interns) or delegate those responsibilities to senior staff.
- Maintain a good working knowledge of construction progress on all sites to ensure homes are completed on schedule and within budget.
- Manage the pipeline of projects to ensure resources (construction staff, family services staff and adequate finances) are available to pursue them from start to completion without significant delays.
- Provide oversight of ReStore operations to ensure that its operations are effectively carried out and Habitat's mission and goals are achieved.
- Ensure job descriptions are prepared, regular performance evaluations take place, the policies in the Employee Handbook are implemented and sound human resources practices are in place.
- Ensure communication of important and relevant information flows smoothly among the departments of construction, family services, and development/fundraising.
- Ensure the affiliate complies with government regulations and Habitat for Humanity International's policies.
- Serve as liaison between the affiliate and Habitat for Humanity International and between the affiliate and other Habitat affiliates.

Financial Management

Responsible for fiscal management of the organization which anticipates operating within the approved budget, ensures maximum resource utilization, and maintains the organization's positive financial condition.

- Obtain and manage resources necessary to ensure the successful execution of all of the organization's priorities.
- Work with the Treasurer and staff to prepare an annual operating budget for Board approval.
- Work with Treasurer to prepare financial reports for the Board meetings.
- Working with staff, develop a detailed development pro forma for all prospective real estate development projects.
- Working with staff, write grant proposals.

- Arrange for annual audit and serve as liaison between the affiliate and the audit team.
- Work with the Staff Accountant on bill paying and preparation of financial reports required for grant applications and reports to funding partners.
- Manage affiliate's relationship with Brookline Bank.
- Review monthly reports from Brookline Bank on performance of mortgage loan portfolio.
- Work with Director of Family Services to develop strategies for families whose loans are delinquent.
- Pursue alternative types of funding sources for the organization (such as the New Markets Tax Credit transaction and third-party lending).

Fundraising and Public Relations

- Direct and expand all revenue-generating and fundraising activities to support the organization's operations and real estate development projects.
- Drive fundraising results by identifying, cultivating and soliciting prospective donors and new corporate partners.
- Leverage personal and professional contacts into fundraising opportunities.
- Promote a culture of fundraising throughout the organization, from the office to the ReStore to the construction sites.
- Provide leadership for the solicitation of major gifts from individuals and corporate donors.
- Obtain in-kind gifts of materials and services, such as building materials, legal services, IT support services, mortgage servicing, among others.
- Oversee the work of an outside consultant on the preparation of direct mail solicitations, acknowledgement letters, newsletters and other written materials.
- Work with the Director of External Relations on event planning, media productions (video, etc.), and website administration.
- Plan and organize home dedications with Director of Family Services and Director of External Relations.
- Maintain and expand relationships with local media.

Community Relations

- Serve as primary spokesperson for the organization.
- Expand Habitat Greater Boston's visibility in the community.
- Develop and promote partnerships with other nonprofit and community organizations.
- Cultivate and expand the organization's relationships with city, state and federal government officials.

Planning and New Business

- Conduct predevelopment analysis of all prospective projects.
- Prepare responses to requests for proposals.
- Serve as primary contact to pro bono counsel in the preparation of legal documents such as purchase and sale agreements, condominium documents, and closing documents for home sales.

- Serve as primary contact for architects working on the design of Habitat projects.
- Serve as primary contact for government agencies regulating affordable housing.

Qualifications

Required

- Bachelor's Degree
- 5+ years in a senior executive leadership role, preferably at a nonprofit organization
- Demonstrated success in nonprofit management activities including fundraising, project management, planning and fiscal management
- Demonstrated ability to build constructive and effective relationships, both internal and external to the organization
- Excellent communications skills

Preferred

- Graduate degree in business, law or nonprofit management
- Background in affordable housing development, community development, construction or social services
- Experience working with government agencies and municipalities

How to Apply

To apply, please send a resume and cover letter detailing your interest in the position to hire@habitatboston.org.