



Position Description

Manatee County Habitat for Humanity President & Chief Executive Officer

Organization

Manatee County Habitat for Humanity (MCHFH) is organized as a nonprofit Corporation under the Florida Not-for-Profit Corporation Act and as a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code, as amended. MCHFH is an ecumenical, volunteer-based organization with the mission to develop resources, educate and mobilize people to work alongside families in need, rehabilitating existing homes and building new sustainable, affordable homes, thereby improving the quality of life in Manatee County.

Vision and Mission

Vision: A world where everyone has a decent place to live.

Mission: Seeking to put God's love into action, Manatee County Habitat for Humanity brings people together to build homes, communities and hope. Through shelter, we empower.

The mission is accomplished through these primary programmatic efforts:

1. Create home ownership opportunities for first time home buyer families with incomes between 35% and 80% of the AMI, by:
 - Building new affordable family homes
 - Providing zero percent interest mortgage financing
 - Preparing first time home buyers for successful home ownership
 - Supporting home buyer families over the life of the mortgage
2. Maintain the community stock of affordable housing by
 - providing home rehabilitation construction services to existing home owners so that their home remains habitable, safe and affordable
 - Qualifying existing homeowners for government funded rehabilitation construction services
3. Enhancing the community's response to the need for affordable housing in our community by
 - Education the community about the need for affordable housing, solutions to address the need, and soliciting their engagement in support of addressing the need

- Advocating with decision makers and influencers in the community for policies, programs and funding that effectively address the need for affordable housing.
4. Create a marketplace, Habitat ReStore, for the “recycling/re-use” of affordable quality used household items
 - Providing a ‘pick up service” for donated household items from the community
 - Maintaining a quality retail store with affordable pricing
 - Applying net profits from the Habitat ReStore toward achieving the three mission efforts outlined above.

Position

The President, who also holds the title of Chief Executive Officer, shall be the chief executive officer of the Corporation and, subject to the control of the Board of Directors, shall supervise and control the management of the Corporation in accordance with its Bylaws and Board adopted policies. The Board of Directors shall elect the President and approve any compensation and benefits for the President.

Responsibilities

1) Strategic Vision and Leadership

- a. Collaborate with the Board to define/refine a strategic plan that addresses the mission in the context of the community’s needs and assets;
- b. Implement the strategic plan, ensuring that the budget, staff and priorities are aligned with the core mission.
- c. Provide leadership and direction to management and staff that includes effective decision-making processes that enable the organization to achieve its long- and short-term goals and objectives.
- d. Cultivate a strong and transparent working relationship with the Board, ensuring open communication and measurement of the financial outcomes, as well as programmatic impact against stated milestones and goals.
- e. Support the Board in their efforts to build and maintain a diverse and inclusive Board, highly engaged in carrying out the mission of the organization.
- f. Serve as the Corporation’s representative in the community.

2) Funding Development

- a. Ensure that the flow of financial support permits MCHFH to make continuous progress towards achievement of its mission and goals and that these funds are sufficient to meet present and future projected needs.
- b. Formulate and execute comprehensive marketing, branding and resource development strategies that will ensure a consistent flow of funds from individual donors, foundations, government entities and businesses/corporations.

3) Operations

- a. Ensure the delivery of high-quality services consistent with the mission of the organization.
- b. Overseeing the staff in the implementation of the building projects and programs of the Corporation.
- c. Facilitate communication and collaboration throughout the organization.
- d. Create and promote a positive and inclusive work environment.
- e. Oversee the financial strategy of the organization including development of short- and long-range financial plans, budget monitoring and establishment of sound fiscal controls.
- f. Coordinate the activities of the various operating committees.

4) Program Development

- a. Working with the Board, ensure the development of both strategic and operational plans consistent with the mission of MCHFH, including the projection of associated budget requirements.
- b. Increase efficiencies and consistency throughout the organization by developing and implementing standardized programs, services, and operating procedures.

Qualifications

- Minimum of a BA/BS degree; ideally with MBA, MPA or related advanced degree
- At least 10+ years of overall professional experience, with increasing scope of responsibility/authority
- Prior nonprofit experience ideal
- Significant board development, fundraising, operational, marketing, and fiscal management experience.
- Demonstrated effective leader with ability to set clear priorities, delegate, and guide investment in people and systems.
- Politically astute leader with excellent coalition building skills and ability to communicate and work effectively with a variety of internal and external stakeholders and partners.
- Outstanding communication skills; both verbal and written
- Strong experience and commitment to the recruitment and professional development of staff

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