



CHIEF EXECUTIVE OFFICER

Job Title:	Chief Executive Officer	Salary Range: DOE
Reports to:	Board of Directors	Job Location: Main Office
Hours/Week:	40	FLSA Status: Exempt
Employment Status:	Regular, At Will	Pay Basis: Semi-Monthly

Habitat for Humanity of Sonoma County is where the future of building homes is happening! We are growing our team and joining together from different industries for a common purpose – build beautiful, efficient, and affordable homes using industrialized construction approaches and volunteers. The challenges we are taking on are not easy. The process isn't always comfortable or linear. The ideal Habitat CEO is a leader and life-long learner who can embrace ambiguity, think big, and lead the affiliate, our partners and volunteers to the future of industrialized residential construction to massively scale cost-effective affordable housing for hundreds of families. This will have a tremendously positive impact on the economy of Sonoma County and beyond! The future of construction is happening at Habitat and you can lead it!

Habitat SoCo is in the early phase of transforming itself from a low volume builder of affordable housing into a regional powerhouse, developing over 50 affordable homes for Sonoma working families per year, pioneering new industrial construction techniques and partnering to grow a modern construction trades workforce in Sonoma County. Habitat SoCo will complete 15 homes during 2019, 34 homes in 2020 and 65 homes by the end of 2021.

Position Summary: The Chief Executive Officer is responsible for the day-to-day operation of the affiliate, in accordance with the goals, direction, policies and objectives set by the Board of Directors. The CEO will lead the organization in new areas of operation with our new Habitat Center for Industrialized Residential Construction, a fully capable senior leadership team, talented and committed staff, and legions of volunteers, partners, and families. Continue to cultivate partnerships with organization that share the mission such as the Santa Rosa Junior College who we have partnered with train hundreds of students on industrialized construction in our Habitat Center. The CEO will support and promote a culture of innovation, learning, and continuous improvement to make our affiliate the most productive and safest affiliate in the nation.

Primary Responsibilities:

- Designs, recommends and implements financial, operational and administrative programs.
- Supervises and directs both paid and volunteer staff resources including but not limited to the evaluation of their performance, hiring, termination and providing overall direction for the personnel function and activities.
- Provides all necessary staff support to the various volunteer committees including but not limited to: Board of Directors, Executive Committee, Fund Development Committee.
- Serves as the face of the Habitat for Humanity affiliate throughout the community. Interfaces with professional organizations, economic development interests, religious and social service groups in the community in an effort to promote and enhance Habitat for Humanity's activities. Serves on community Boards and Committees, as appropriate.
- Administers and manages daily office operations.
- Insures compliance with national or local affiliate policies.
- Administers fiscal control, accountability, budget reporting and approves all operational and building expenditures.
- Assists Board Chair in agenda setting, attends all required Board and committee meetings and provides reports of all affiliate activities to the Board.
- Works closely with the COO to oversee daily operations.
- Seeks out grant opportunities for the Habitat for Humanity of Sonoma County affiliate. Provides necessary direction for grant executive and contract performance compliance requirements.
- In conjunction with the Board of Directors or other related Committees, develops and implements a fund development strategy utilizing multiple methods for fundraising.
- Actively recruits community members to serve on Habitat for Humanity of Sonoma County Board of Directors and Committees. Establish training opportunities for new Board and Committee Members.
- Ensures the development of construction plans to facilitate the actual construction of housing projects for Board approval. These plans would include the development and coordination of volunteers, paid staff and both paid and contributed materials.
- When appropriate, acts as the media spokesperson on behalf of the Habitat for Humanity affiliate.

Required Skills and Experience:

- Excellent communication skills with a diverse group of people including staff, volunteers, members of the public, Habitat homeowners and applicants, community leaders and elected officials.
- Dedicated to the ideals and goals of the Habitat for Humanity organization
- Has a calmness to working under pressure, working within time constraints and meeting deadlines
- Background in fundraising using multiple methodologies including grant writing
- Strong project management skills and experience
- An understanding of construction and retail operations
- Demonstrate a strong team building approach
- Understanding of non-profit volunteer driven organizations
- Proven ability to coalition builds and leverage community resources
- Intermediate skill level in Microsoft Word, Excel, Teams, PowerPoint and Salesforce

- Outstanding communication and interpersonal skills needed to communicate task assignments to volunteers and construction trades/suppliers
- Strong commitment to community service
- Ability to communicate assigned tasks or to convey information to staff and volunteers
- Ability to work collaboratively on a team
- Ability to analyze and exercise sound judgment
- Must pass Criminal Background Check and Sexual Offender Check
- Sensitive to issues of confidentiality and diversity
- College Degree or equivalent experience
- Valid California Driver's License and insurability under affiliate automobile insurance policy.

Physical Requirements:

While performing the duties of this job, the employee is required to use a computer both in the office and off-site. Use of the computer will require repetitive motion of arms, hands and fingers. It is also required to sit in meetings, requiring concentration. The employee may also be required to stand while executing activities or behalf of the organization, talk and hear extensively, both in person and using the telephone and occasionally lift and move items up to 25 lbs. Specific vision abilities are required for this job including both distance and close vision.

Time Requirements:

This is a full-time, 40 hour per week position. It may be necessary to occasionally work extra hours or some evenings and weekends, as determined by supervisor.

Benefits: See personnel policy handbook.

To be considered as an applicant:

- Email PDF Resume and Cover Letter in confidence to: executivesearch@cvnl.org
- Include in the Subject line: "Habitat Sonoma CEO Search"

*Applications without a cover letter will not be considered; documents must be submitted online.

Habitat for Humanity of Sonoma County is an equal opportunity employer and makes employment decisions on the basis of qualifications. Policy prohibits unlawful discrimination in any employment decision based on pregnancy, childbirth or related medical conditions, race, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation or any other basis protected by federal, state or local law or ordinance or regulation.

Submission of your application is not an offer of employment or an employment contract.