



JOB TITLE: **PRESIDENT & CEO**

REPORTS TO: Board of Trustees

HFH MISSION:

“Seeking to put God’s love into action, Habitat for Humanity brings people together to build HOMES, COMMUNITIES, and HOPE.”

JOB SUMMARY:

Habitat for Humanity of Greater Plainfield & Middlesex County (HFH-GPMC) seeks a President and Chief Executive Officer to lead a fast-growing nonprofit organization and to manage an exceptional team! The President & CEO provides overall management and leadership of the Affiliate, in accordance with the Articles of Incorporation, Affiliate by-laws, policies, and Strategic Plans, set forth by the Board of Trustees of Habitat for Humanity of Greater Plainfield & Middlesex County.

This role requires complete awareness to, and keen oversight of, all aspects of the day-to-day operations of the Affiliate. The role requires thoughtful cultivation of Affiliate relationships, on all levels of the organization.

ESSENTIAL DUTIES & RESPONSIBILITIES:

I. Executive Leadership

- Collaborates with Board to refine the Affiliate’s strategic plan and to ensure that policies are in alignment with the Affiliate’s vision
- Ensures that long and short-term goals of the Affiliate are met
- Cultivates and maintains strong working relationships with the Board
- Serves as Ex Officio of Board committees
- Serves as non-voting member of the Board

II. Financial Management

- Collaborates with members of the Finance Committee to develop strategies that improve Affiliate financial strength
- Collaborates with members of the Finance Committee to prepare annual budgets that maximize Affiliate resources
- Monitors progress of the Affiliate and ensures its compliance with financial obligations, by measuring results against the annual budget and organizational cash flows
- Maintains working relationships with contracted parties of accounting and payroll services
- Ensures accuracy and timeliness of Affiliate accounting functions and financial reports
- Manages and participates with annual audit process; ensures completion of annual audit within 120 days of fiscal year-end; complies with deadlines for filing tax returns to Federal and State governments
- Implements recommendations provided in Auditors' Management Letter; ensures adequacies of Affiliate's internal audit control systems

III. Grant Development & Administration

- Directs and executes research, development, and authorship of public and private grant proposals, contracts, sub-contracts, and agreements; oversees budgets, documentations, and interpretations of funding requirements; keeps abreast of ongoing changes to Federal, State, and Local requirements
- Serves as Affiliate's central negotiator and liaison between agencies, sub-contracting entities, and funding sources; researches, drafts, and approves formal responses to requests for proposals, quotations, contracts, and agreements
- Analyzes and evaluates awarded proposals, contracts, and subcontracts for compliance with funding agencies, Federal, State, and requirements; prepares required acceptance documentation and obtains official Affiliate signatures
- Performs general grant administration and functions including billings, budget reports, plan changes, and program evaluations
- Creates and maintains spreadsheets and documentation for supporting grant expenses in conjunction with AIA Forms G702 & G703; schedules and conducts on-site compliance visits for monitoring funding sources; coordinates receipt of awards and contract documentation; maintains proposals and funding records, prepares scheduled special reports, studies and analyses, to ensure proper receipt of grant drawdowns
- Communicates relevant grant information with funding sources and with all appropriate external constituencies

IV. Property Acquisition & Project Development

- Directs Affiliate's real estate operations
- Directs searches, evaluations, and negotiations of new project development opportunities; conducts site identifications, assessments, and financial feasibility analysis studies; develops financial pro forma documents, completes acquisitions and obtains financing for projects from both public and private sources; handles and oversees complex projects; works with attorneys, professionals and title companies, during closing processes
- Negotiates and approves terms with local jurisdictions, investors, lenders, joint ventures, and other potential partnerships; works closely with City and County agencies to seek funding sources for land acquisitions; develops ongoing relationships and networks with prospect sources to promote land donations
- Develops and improves standard financial pro forma documents for projects; assists staff with its use
- Coordinates the developmental process of each project to include negotiating and approving contracts with attorneys, architects, engineers, and other professionals

V. Resource Development and Cultivation

- Provides leadership with all aspects of fund development and solicitations of major donor gifts; identifies and coordinates meetings with corporate, private, public, and individual donors
- Works with Board members and Resource Development Director to develop and implement fundraising plans and approved budgets; builds valuable resources and maintains relationships
- Cultivates in-kind materials and land donations
- Coordinates and implements other fundraising programs including special events, direct mailings, and alternative financing programs

VI. Community Relations & Communications

- Serves as primary spokesperson for the Affiliate; adheres to Habitat guidelines; ensures accountability with Board, donors, and external constituents
- Builds Affiliate relationships for favorable consideration with State, County, and Local agencies
- Develops and oversees media releases, Affiliate's website, print materials, and newsletters
- Works to expand Affiliate's visibility and partnerships with the communities it serves; coordinates outreaches with local religious organizations, businesses, civic groups,

volunteer organizations, charitable organizations, foundations, and housing/human services organizations

- Assists in preparation of quarterly and/or annual newsletter
- Responds to inquiries from local media outlets

VII. *Human Resources*

- Recruits, manages, coaches, and supports Habitat staff; provides overall supervision in areas pertaining to staff hiring, terminations, and employee benefits; maintains personnel records for Habitat employees
- Ensures implementation and adherence to Affiliate's personnel policies and guidelines
- Ensures staff compliance with the philosophies of Habitat
- Provides appropriate training and guidance to employees; ensures that Habitat volunteers are treated with respect and courtesy
- Determines support needs for staff and volunteers; works with Board and other committees to ensure that needs are met
- Coordinates on-job activities, annual reviews, and work schedules for staff and volunteers; ensures the presence of strong team dynamics and continuous support for major organizational activities

VIII. *IT Administration*

- Oversees phone and computer systems, serves as Affiliate webmaster, manages CRM, CMS, Office Networking Solutions functions
- Ensures that Affiliate systems maintain adequate design and functional maintenance to support all operations

SKILLS AND QUALIFICATIONS:

I. Education

- Bachelor's Degree in Business, Accounting, Communications, or other related area
- Master's Degree in Business Administration, Public Administration, or other related area

II. Work Experience

- Minimum 10 years of comprehensive and professional experience in leading a nonprofit, government, or private sector organization
- Possesses proven capabilities and skills in visionary management and strategic planning
- Experienced and knowledgeable in all processes of real estate development
- Proven competency in acquiring and managing HUD grants

III. Skills

- Ability to articulate the mission and vision of the Habitat Organization
- Possesses strong communication skills
- Must possess the ability to effectively work with diverse groups of people
- Must demonstrate strong proficiency to navigate through political, institutional, cultural, and financial barriers that impede home ownership for low and moderate income families
- Must be able to achieve positive work performances from staff members through effective leadership and supervision
- Must be technically competent in IT Administration
- Must be proficient in all types of Microsoft applications
- Required to demonstrate proven organizational skills for managing the demands of running a non-profit organization
- Must be able to execute and maintain strong financial management skills necessary for operating a non-profit organization

COMPENSATION:

Habitat for Humanity is a nonprofit organization. We see this as an excellent opportunity to produce a real, tangible difference in the community and in the lives of our amazing volunteers and staff.

Position is fulltime, also on evenings and weekends – competitive annual salary is commensurate with experience. No relocation assistance is available. A successful candidate must successfully pass criminal background check and sex offender screenings.

HOW TO APPLY:

Qualified applicants should submit an application online:

<https://habitatgpmc.gethired.com>

Position is open until filled. Please accept our thanks in advance for your interest, and our apologies for not being able to respond personally to every application. *No phone calls please.*

ABOUT OUR ORGANIZATION:

Habitat for Humanity of Greater Plainfield and Middlesex County is committed to improving the lives of low income families by helping them build and buy their own simple, decent homes. Habitat offers families a hand up, not a hand out. Every partner family devotes at least 200 hours per adult of sweat

equity to help build their home or a neighbor's home and secures a 0% interest mortgage provided by Habitat. Habitat supports partner families with training in budgeting, home buyer education, and home and landscape maintenance training. To date, Habitat of Plainfield/Middlesex has built 47 homes locally and funded 82 homes globally through Habitat's global tithe program.

View our interactive website to see our work in progress: www.habitatgpmc.org