
Title:	President & Chief Executive Officer	EEO Classification:	Exec/Sr. Officials & Mgrs.
Department:	Executive Administration	FLSA:	Exempt
Reports To:	Board of Directors	Date Written:	05/03/2017
Travel Requirement:	Local & International	Date Revised:	11/06/2018

Position Summary:

The Chief Executive Officer (CEO) serves as the chief executive of Habitat for Humanity of Greater Greensboro (HHGG) and, in partnership with the Board of Directors, is responsible for the overall success of HHGG. Together, the Board and CEO assure HHGG's relevance to the community, the accomplishment of HHGG's mission and vision, and the accountability of HHGG to its diverse constituents. The CEO administers programs and services of HHGG as approved by the Board and in compliance with government regulations, applicable laws, and accepted business policies, practices, and ethical standards.

Supervision Received:

The CEO works under the direction of the Board of Directors with broad latitude for independent action within the framework of the Articles of Incorporation, the Bylaws, and the general policies and philosophy of Habitat for Humanity. The Board delegates responsibility for management and day-to-day operations to the CEO, and s/he has the authority to carry out these responsibilities in accordance with the direction and policies established by the Board. Additionally, the CEO provides direction and relevant information to the Board as it carries out its governance functions.

Supervision Exercised:

This position provides direct oversight of the staff leadership team.

Key Performance Indicators to Measure Performance:

- Demonstrates the ability to provide and articulate a compelling vision to inspire and engage employees, volunteers, stakeholders, and the community in relation to fulfillment of HHGG's mission and strategies
- Meets or exceeds the organization's annual fiscal targets
- Meets or exceeds the organization's annual fund-raising targets
- Ability to attract and retain qualified staff.
- Manages all aspects of staff engagement as indicated by annual employee survey.
- Meets or exceeds annual targets for house closings.

Minimum Qualifications (Education, Experience, & Skills):

- Bachelor's degree (MBA strongly preferred)
- Minimum of 3 years in a strategic leadership role (5+ years preferred) that encompassed significant people and budget responsibilities
- Prior experience in a similar non-profit organization of same or greater size in executive or board role is preferred
- Experience in fundraising and finance required
- Demonstrates high energy with a passion for servant leadership

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Minimum Qualifications (Education, Experience, & Skills): *(continued)*

- Must have a valid Passport, NC driver's license, acceptable driving record, reliable vehicle, adequate vehicle insurance coverage and be able to travel within the organization's assigned territory and internationally sponsored locations is required.

Physical / Mental Demands:

This position requires the ability to handle a high amount of stress due to full responsibility and accountability for HHGG operations in this position. Handles detailed, complex concepts and problems, balances multiple tasks simultaneously, meets required deadlines, and must be able to make rapid decisions regarding administrative issues when necessary. S/he must convey a professional and positive image and attitude regarding HHGG and Habitat for Humanity International (HFHI) to internal staff and externally to all stakeholders at all times. Must be able to speak effectively before large or small groups, write well, and have a good command of written and spoken English.

Working Conditions/Environment:

Work is typically performed in an office environment, but does require travel as well as work at construction sites on occasion. Requires ability and willingness to work long hours at times and have flexibility towards work schedule to meet the demands of an executive management position.

Key Competencies & Essential Functions:

I. Leading People

- a) ***Molds the Organization*** – Assesses people and organizational structures based on current and future needs and capabilities. Establishes aggressive goals and conveys a strong sense of urgency.
- b) ***Champions Change and Best Practices*** – Establishes an environment that embraces change and continuous improvement through collaboration, integration of best practices, appropriate risk taking, and communication. Embraces new ideas and novel programs while also celebrating HHGG's rich history.
- c) ***Values and Respects Diversity*** – Drives diversity and inclusion of ideas across the organization. Advertises, recognizes, and demonstrates the strength of contributions from differing points of view and experiences.
- d) ***Inspires and Motivates Staff for an Engaged and Successful Workforce*** – Articulates a compelling vision that inspires and engages employees and volunteers at all levels. Demonstrates consistency with HHGG's mission, vision, and values and demonstrates utmost integrity in all actions and communications.
- e) ***Provides for Development of Staff*** – Provides constructive and timely feedback, coaching, and guidance to enhance others' development. Delegates responsibility and corresponding authority to provide development to staff.
- f) ***Builds an Environment of Trust and Mutual Respect*** – Treats mistakes and setbacks as a learning experience. Takes well-reasoned stands on important issues. Sets high standards of performance/accountability, and models expected behaviors for providing feedback and coaching. Inspires the confidence and trust as the face of HHGG to all staff, volunteers, stakeholders, and the community served.

II Leading Performance

- a) ***Articulates a Compelling Vision*** – Able to inspire and engage employees and volunteers at all levels. Guides the organization through goal setting and strategic planning.
- b) ***Fundraising*** – Demonstrates ability to raise funds as well as the poise and tenacity to interact personally with major donors, corporations, foundations, sponsors, faith communities, and partners. Develops fundraising objectives that link to the strategy of the organization.
- c) ***Executes Board Approved Short- and Long-Term Strategies*** – With the Board, creates strategies that balance short-term requirements with long term goals. Guides capital spending for maximum impact.

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Key Competencies & Essential Functions:

II Leading Performance *(continued)*

- d) **Enhance Operational Efficiencies** – Encourages and empowers staff to continuously review processes and procedures for improvement and utilizes best practices where appropriate.

III. Leading the Business

- a) **Executes Activities to Achieve Annual Targets** – Ensures availability of resources, information, authority, and support to achieve objectives that further the mission of Habitat. Focuses on results that have a direct impact on serving more families. Monitors progress and redirects efforts when goals change or are not met.
- b) **Courageous Leadership** – Demonstrates ability to create excitement and consensus around a broad strategic vision.
- c) **Financial Savvy** – Demonstrates the ability to leverage cash, reserves, in-kind resources, and income streams to serve more families. Always safeguards the monies and properties of the organization, being particularly attentive to fiduciary responsibility.

IV. Community Relations

- a) **Connects and Cultivates Relationships** – Builds collaborative partnerships with other non-profits, homeowners, , volunteers, stakeholders, partners, board members, and the community at large.
- b) **Communication** – Listens to homeowners, employees, volunteers, donors, and the community to improve services and generate community involvement. Serves as chief spokesperson for HHGG. Effectively employs various platforms to market HHGG.
- c) **Legislative Activities** – Works with legislators, regulatory agencies, and local government officials to promote legislative and regulatory policies that promote affordable housing.

V. Governance

- a) **Recruitment** – Participates with the Governance Committee and recommends volunteers to participate on the Board and its committees. Draws on community relationships for board and committee candidates whose networks and expertise will assist HHGG as needed. While recruiting, keeps in mind the need for diversity and inclusion, recognizing the strength of contributions from differing points of view and experiences.
- b) **Reports** – Prepares and presents various reports for the Board of Directors, keeping them fully informed on significant events and trends. Acts as an advisor to the Board and its committees.
- c) **Policies** – Ensures policies are developed, reviewed, and updated to reflect actual operating practices. Works with the committees and departments to incorporate best practices into organizational policies.
- d) **Participation** – Works with the board officers and committee chairs to solicit best thinking and involvement of each board and committee member and to encourage each member to give his or her best.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required for this position. All employees may have other duties assigned at any time.

Additionally, this document does not represent a contract of employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.

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Employee Acknowledgment

As indicated by my signature below, I acknowledge that I have read and understand this job description and agree to comply with such.

Employee **Printed** Name: _____

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____