

Habitat for Humanity of Greater Newburgh (HfHGN) is a not-for-profit organization located in the City of Newburgh, NY. Founded in 1999, HfHGN is a faith-based organization, which relies on a dedicated group of volunteers and community supporters dedicated to achieving the mission of eliminating substandard housing locally and worldwide through constructing, rehabilitating, and preserving homes for affordable home ownership. HfHGN also operates a retail, ReStore, outlet which provides further funding to the organization. Over the past 23 years, the organization has developed 102 homes in the City of Newburgh and has built a reputation as a regional leader in providing affordable homeownership.

The **Executive Director** (ED) serves as the leader of Habitat for Humanity of Greater Newburgh and is its primary public representative. The ED reports to the Board of Directors and works in partnership with them to ensure that the organization fulfills its mission and creates strategies for future sustainability and success. The ED is responsible for the programmatic and fiscal integrity of the organization in keeping with the direction, policies and objectives set forth by the Board of Directors.

Key Responsibilities

Visionary Leadership

- Serves as the visionary leader for HfHGN, increasing community awareness and excitement about the organization.
- Supports operations and administration of the Board by advising and informing Board members and interfacing between Board and staff in the development of policies and planning recommendations.
- Assists in the selection and evaluation of Board members and Board leadership.

Management and Strategic Planning

- Collaborates with the Board to define and articulate the organization's vision and to develop strategies for achieving that vision.
- Promotes a culture that reflects the organization's values, represents the diverse community served in Newburgh, encourages good performance, and rewards productivity. Creates and implements systems for communicating effectively with all staff and business partners.
- Helps to identify and implement Diversity, Equity & Inclusion practices that are in line with the overall priorities of the organization to be representative of the community it serves while ensuring to attract, hire, retain, promote and maintain a diverse workplace.

Financial Stewardship

- Oversees the development of annual budgets and operating plans.

- Prudently manages the organization's resources within budget guidelines according to current laws and regulations.
- Provides prompt, thorough, and accurate information to keep the Board appropriately informed of the organization's financial position.

Fundraising

- Oversees staff in the development and implementation of fundraising plans that support strategies adopted by the Fund Development Committee.
- Serves as the primary steward of donor relationships and facilitates one-on-one engagement with potential donors and current donors to increase incoming funds.
- Oversees the timely submission of grant applications and progress reports for grant management and award compliance.

Community Relationships

- Serves as the public face and primary spokesperson and representative for HfHGN.
- Actively advocates for the organization, its beliefs, and its programmatic efforts.
- Acts as a liaison between the organization and the community through partnerships with government, community organizations, businesses, and funders that further the mission through cooperative efforts and strategic relationships.

Programmatic Effectiveness

- Oversees design, delivery, and quality of programs and services.
- Leads the development of HfHGN programs for an effective response to external challenges largely affecting the outcome of organizational goals (e.g. rising cost of labor and materials).
- Stays abreast of current housing trends and anticipates future trends likely to have an impact on organizational outcomes

Requirements

- Bachelor's degree, Master's preferred.
- 5 years of experience in the field of housing and community development preferred.
- Track record of visionary leadership.
- An outward-facing personality and an experienced public speaker able to actively represent the public brand of the agency locally, regionally, and (as necessary) nationally.
- Demonstrated experience in obtaining and administering grant funding.
- Familiarity with federal funding requirements under HUD and USDA.

- Demonstrated success in nonprofit fundraising, inclusive of prospecting, cultivating, soliciting, and stewarding.
- Knowledge of key funding agencies locally, regionally, and nationally.
- Knowledge of Community Land Trusts, Housing Counseling, Financial Coaching, Single Family Repair and Construction programs preferred.
- Familiarity with consumer retail, preferably within the non-profit environment
- Proven success at program development and strategic planning.
- Proven finance knowledge and financial management skills.
- Ability to inspire, communicate with, and lead a Board of Directors; diverse staff; and committed volunteers.
- Ability to establish collaborative partnerships with affiliated organizations and influencers.
- Experience working with local public officials, and strong advocacy skills and the ability to work with elected officials at the state and national level.
- Experience in real estate development and financing, mortgage lending and affordable housing, and/or construction management.
- Ability to successfully manage conflict and adversity.
- Cultural responsiveness and empathy, including listening to and communicating with diverse groups.
- Articulate communicator and ambassador for HfHGN with all audiences; knowledgeable of the issues affecting the community served by HfHGN with the ability to advocate for and communicate these issues. Excellent verbal and written communication skills; political astuteness. Adept at speaking both in front of large groups and in more informal settings

In order for this application to be considered complete, applicants should provide a cover letter, resume and links to any online sources for public speaking examples to: *hfhgndsearch@gmail.com*