

## **CHIEF EXECUTIVE OFFICER – HABITAT FOR HUMANITY TUCSON**

### **OUR MISSION... AND HOW YOU FIT INTO IT**

Creating a more compassionate, inclusive and just world for over 40 years through development of housing communities including over 450 new homes, Habitat for Humanity Tucson brings people together to build and repair these homes, our communities and hope. You will lead an organization seeking to expand its ability to further its overall mission. As an advocate for Habitat Tucson you will ensure our mission and accomplishments are promoted throughout the Tucson community.

### **Qualifications:**

- 4 year college degree (Bachelor's Degree) required. Graduate (Master's Degree, JD or PhD) desirable.
- 8 years senior management experience

### **Experience and Skills:**

- Visionary with demonstrated ability to create and execute strategic planning
- Financially successful operations in both non-profit and for profit organizations
- Ability to comprehend and use financial reporting in formulating decisions regarding operations, debt servicing, fund raising and cash-flow management
- Demonstrated ability to secure resources necessary to accomplish organizational objectives – people, facilities and funding
- Ability to communicate effectively to internal and external organizations
- Delegates responsibilities and holds delegates accountable
- Flexibility to adjust to changing environments and requirements presented by Habitat for Humanity International and local communities without compromising HFHT's core values
- Engages in staff development and comprehends the contribution of the volunteer community
- Works with others in an expert way while endeavoring to accomplish a shared objective
- Values other's inputs
- Interpersonal effectiveness; can identify with associates and build relationship with others both inside and outside the organization.

### **WHAT YOU CAN EXPECT TO WORK ON:**

Reporting to the Board of Directors, you will be responsible for providing strategic leadership by partnering with the Management Team to establish long-range goals, strategies, plans and policies.

Strategic Objectives include:

- Establish startup subsidiary company operations to maximize benefit to Habitat Tucson's primary mission.
- Opening of a retail store/new location.
- Expansion of operating territory into other Southern Arizona communities.

You will align stakeholders, organizational values, aspirations, products and programs with Habitat Tucson's mission and vision. As CEO you will ensure effective deployment of financial, social and political resources. As CEO you will be the primary interface with the parent organization, Habitat for Humanity International.

### **Job Responsibilities Include:**

- Preparation and implementation of annual operating and financial plans.
- In partnership with the Habitat Tucson Board of Directors; creation, execution and maintenance of a strategic plan.
- Establishing strong relationships with the organization's management team and stakeholders to ensure overall mission and objectives are met.
- Leadership of all non-profit and for profit mission related programs.
- Supporting and implementing donor related projects.
- Supporting and implementing a strong volunteer service environment.
- Supporting and implementing all support services, including:
  - Finance, accounting, audit
  - Resource development
  - Staff development
  - Marketing & public-relations
  - General administration
  - Identifies and engages with potential donors. Maintains contact and builds relationships with existing donors.
- Provide financial and mission progress updates in support of Board of Director Meetings.
- As the designated "face and voice" of Habitat Tucson and its community extensions, participate in public speaking events and delivery of presentations to current and potential stakeholder groups. You will be the advocate for Habitat Tucson's mission.
- Work collaboratively with a strong multi-functional management team to foster a success oriented, entrepreneurial environment within the organization.
- Grow the for profit subsidiary to support the overall mission to build homes, communities and hope.
- Implement land acquisition and disposition plans, including identification of land use and scheduling that into organizational workflow.

### **OTHER NECESSITIES:**

**Languages:** Fluency in a second language, (ideally Spanish) is desirable but not required.

**License:** Valid Arizona Driver's License or the ability to obtain one prior to employment.

**Travel:** 50-60% in-state travel is required. There will be occasional overnight stays.

**Working hours:** The position is regarded as full time (40 hours a week). Additional hours may be required to perform the job. Work is usually performed between 7am and 5.30pm.