

## **JOB DESCRIPTION**

### **EXECUTIVE DIRECTOR HALIFAX-NORTHAMPTON HABITAT FOR HUMANITY**

- Job Title:** Executive Director
- Purpose:** Provide general oversight for the daily operation of a non-profit ecumenical housing ministry involved in the building of homes for qualifying families in need.
- Time Commitment:** 20-30 hours per week (hours will vary)
- Responsible to:** Habitat for Humanity Board of Directors  
Direct supervisor: President of the Board.
- Qualifications:** Managing a non-profit organization experience  
Fund raising, events and grant writing experience  
Volunteer management experience  
Positive interpersonal skills  
Ability to deal effectively and professionally with all sectors of the population  
Time management skills  
Working with the media experience

**Duties:**

- 1) Maintain an office which contains files and records pertaining to the operation of the organization.
- 2) Determine staffing (paid and volunteer) needs and present them to the Board of Directors for consideration.
- 3) Select, train and supervise all staff, providing daily work assignments as needed.
- 4) Oversee the maintenance of financial records and provide said records when requested.
- 5) Work with a wide range of public figures and organizations, including media, personnel, civic & religious groups, city officials, Habitat homeowners, the Board of Directors, merchants, volunteers, Habitat for Humanity International, etc. to further the mission of the organization.
- 6) Present Habitat program via presentations to community groups, media outlets and other appropriate locations.
- 7) Address all issues requiring resolution that are outside the scope of the Board.
- 8) Prepare and submit a written monthly report for the Board of Directors.
- 9) Take part in an annual performance review with the President of the Board.