



About

Seeking to put God's love into action, Newnan-Coweta Habitat for Humanity brings people together to build homes, communities, and hope.

Habitat for Humanity International, the umbrella organization, was founded on the conviction that every man, woman and child should have a simple, durable place to live in dignity and safety, and that decent shelter in decent communities should be a matter of conscience and action for all. Founded in Americus, Georgia in 1976, Habitat for Humanity today operates around the globe and has helped build, renovate and repair more than 600,000 homes worldwide. Habitat helps people achieve strength, stability, and independence through safe, decent, and affordable shelter.

Founded in 1993, Newnan-Coweta Habitat enacts these beliefs by providing affordable housing opportunities to hard-working, well-qualified, lower-to-moderate-income families in Coweta County. To learn more, visit the website nchfh.org for additional information.

Job Description

Job Description (Summary)

The Chief Executive Officer (CEO) provides overall executive leadership for the organization and the ReStore in accordance with the mission, vision, strategic plan, and policies established by the board of directors. The CEO accepts the covenant of Habitat for Humanity International; is a leading advocate of the organization; serves as the primary communication link among directors, officers, committees, staff and volunteers; networks with community services; serves as the public face and corporate spokesperson; and provides the necessary follow-up to ensure that the whole organization runs smoothly and effectively.

The salary range for this role is \$85,000 - \$115,000.

Duties & Responsibilities:

To reach the vision of Newnan-Coweta Habitat, achieve the goals of the current strategic plan, and to fulfill its mission, the successful candidate should exemplify the competencies listed below.



General Administration

- Recommends policies to the board and/or assists the board in the formulation of policies for the executive and economical operation of the organization.
- Oversees implementation of all policies and procedures for the affiliate and ReStore.
- Serves as the communication link between the board, the executive committee and the other ad-hoc committees. Ensures communication of relevant issues flows among all groups.
- Establishes office procedures, guidelines and performance standards.
- Supervises, coaches, mentors and recognizes staff in the performance of their duties. Evaluates the performance of key staff members, and provides overall control and direction for the personnel function of the organization including screening, hiring and termination of staff. Recommends and maintains staffing to meet the current and future needs of the organization.
- Provides oversight to the ReStore by coordinating with the ReStore Director to ensure that the policies, procedures, goals and mission of the ReStore are effectively carried out.
- Ensures the organization adheres to government regulations and Habitat for Humanity International Policies and Quality Assurance requirements.
- Serves as liaison between Habitat for Humanity International and/or Habitat for Humanity Georgia.
- Prepares documents and agendas for board meetings and executive committee meetings.

Financial Management

- Develops and maintains sound financial practices.
- Interacts with the Chief Operating Officer and board treasurer to ensure completion of audits and other financial activities.
- Ensures that confidential employee and family applicant records are maintained.



- Ensures homeowner mortgage payment issues (delinquencies and foreclosures) are addressed.
- Ensures that adequate funds are available to permit the organization to carry out its mission.
- Works with staff, treasurer, accountant, and board of directors to prepare a yearly budget and ensures the organization operates within budget guidelines.

Leadership

- Recommends long-term goals for the organization to meet community needs; develops a strategic plan with staff and board input every 2-3 years; manages implementation and accomplishment of approved goals, objectives and work plan.
- Recommend future construction plans to board of directors.
- Ensures that plans are in place to achieve land acquisition goals.
- Works with construction manager to ensure that all affordable housing is constructed and completed in a safe manner, on time, and which meets all applicable Federal, state and local codes and requirements.
- Assists the board nominating committee in recruiting and training new board members.

Community Relations

- Builds and maintains mutually beneficial external strategic alliances that meet specific organizational needs.
- Serves as the primary spokesperson for the organization. Communicates with stakeholders to keep them informed of the work of the organization.
- Represents the organization at community activities to enhance the organization's community profile. Establishes positive relationships and collaborative arrangements with community groups, funders, politicians, and other organizations to help achieve the goals of the organization.
- Ensures the activities of the organization, its programs and goals are publicized.
- Advocates the need for affordable housing in the community.



Resource Development

- Provides leadership for solicitation of major gifts, including identifying and meeting with major corporate and individual donors.
- Provides leadership for the development of an ongoing resource development plan.
- Develops business relationships to support strategic plan.
- Ensures that in-kind donations and corporate sponsorships are solicited to support home construction and A Bruch With Kindness projects.
- Ensures that grant sources are solicited.
- Utilizes board contacts and resources to secure adequate funding to support the operation of the organization.

Equal Employment Opportunity

Newnan-Coweta Habitat provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type, without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Identity and Employment Eligibility Verification

In compliance with federal law, the candidate hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form (I-9) upon hire.

Evenings and Weekends

Newnan-Coweta Habitat holds special events that require the CEO to work occasional evening and weekend hours.

Preferred Experience

Qualifications & Skills:



Experience

The ideal candidate is an experienced executive leader who has a track record of producing significant results in a complex business. Innovation and openness to new ideas or approaches is highly valued. The successful CEO candidate must have a passion for the mission and ministry, the ability to effectively lead staff, engage volunteers, and to cultivate donors and sponsors. Experience as a successful fundraiser and manager of business is crucial. Real estate and finance knowledge, while positively advantageous, is not a requirement.

Relevant industry knowledge

The successful candidate will demonstrate progress with systemic issues through programs and influence. Knowledge of affordable real estate development, finance, and the mortgage business housing issues may be an advantage but is not necessary. Understanding generational poverty and the support needs of vulnerable populations and communities is more important.

Industry experience working on land acquisition and development for affordable residential construction, including assessing lot and land development requirements and associated costs desired.

Additional Qualifications

- A strategic thinker who thrives on problem solving, and takes an energetic, proactive approach to meeting organizational needs.
- Excellent interpersonal, relationship-building skills
- Strong verbal, written, communication, and presentation skills
- Strong planning, collaboration, problem-solving skills, including a willingness to take a “hands on” approach in handling the land acquisition and construction responsibilities of the Affiliate.
- Demonstrated leadership experience and results in managing a team
- Physically able to perform assigned duties, including:
 - Ability to sit at computer and keyboard for moderate periods
 - Mobility sufficient to move about build sites including climbing stairs



- Sight and hearing adequate to perform the duties of the job, including communicating clearly
- Ability to lift and carry 25 pounds on an occasional basis

Education:

Bachelor's degree required; a graduate degree in a relevant field of business or social services preferred.