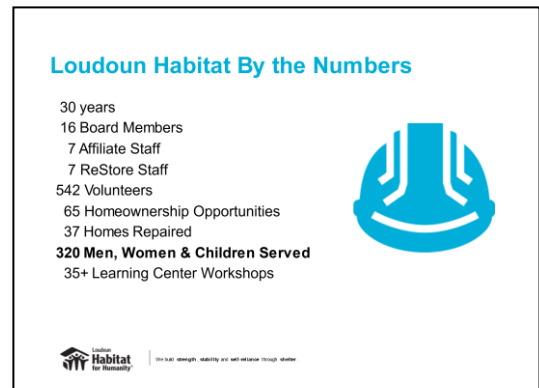


Opportunity With Loudoun Habitat for Humanity

About Loudoun Habitat for Humanity

Loudoun Habitat for Humanity, a nonprofit affiliate of HFH International, is a growing, multi-faceted organization that empowers our community through HOME. We believe that home is key to strong, healthy, self-reliant communities. We believe that the stability that home ownership brings remains out of reach for too many families. We believe in a hand up to our neighbors in need.

Through the Habitat housing program, there are now 65 homeowners, 246 individuals, experiencing the stability, security and wealth building that comes from owning an affordable home. The Habitat home repair program has grown to include 37 homes, 73 individuals – many of these individuals are the elderly, disabled and veterans – struggling to make the needed repairs to their aging homes. Our ReStore continues to provide a place to donate usable items while giving the community an affordable place to shop. The *Tools for Life* Learning Center offers a current library of over 40 sessions ranging in topics that focus on money management, homeownership, home maintenance, community building. Our advocacy work has expanded to include statewide work with other Habitats to secure additional funding from the state housing trust fund to be used for homeownership programs around the state.



Job Opportunity

Loudoun Habitat for Humanity is seeking an Executive Director to oversee the growth and evolution of the organization’s mission and work in Loudoun County. This position serves as the principal organization leader, reporting to the Board of Directors, to oversee internal capacities and leading staff to implement the LHFH’s strategic plan, organizational goals and financial performance. The position encompasses multiple and varied responsibilities within diverse areas, enumerated below.

Key Responsibilities

Board Relations

- Collaborate with the Board to define and articulate the affiliate’s vision and to implement the LHFH strategic plan
- Assist in the selection and training of Board members and officers.
- Prepare and attend all Board meetings and Executive Committee meetings.
- Undertake any other responsibility as may be directed by the Board.
- Prepare monthly reporting to the Board.

Fundraising

- Grant writing
- Support staff to create donor campaigns, annual Gala event, sponsorships.
- Engagement with current and potential donors
- Oversee fundraising efforts, in coordination with Board and staff, to assure financing of all programs and operation expenses

Program Management

- Oversight/management of all LHFH programs
- Support and collaborate with committees and staff to ensure work is completed in accordance with all laws and regulations and HFHI best practices.
- Work closely with the Board and staff to develop entrepreneurial efforts to serve Loudoun County as a developer and builder of affordable homes.
- Support committees, staff, and volunteers to ensure the construction programs are carried out in a safe, responsible, cost-effective way and volunteers are provided a strong and rewarding volunteer experience.
- Maintain existing and develop new relationships with HFHI, Habitat Virginia and neighboring affiliates. Articulate basic principles of community development and key issues in housing and affordable housing development in Loudoun County.

Operations Management

- Serve as the internal leader of the affiliate; the external “face” of LHFH
- Oversee the day-to-day operations of the affiliate and ReStore, all staff and programs.
- Provide supervision and clarity of roles/responsibilities of all (both office and ReStore) staff; develop measures of accountability; initiate and participate in personnel decisions.
- Strengthen communication at all levels: among staff, w/BoD and constituents within the affiliate.
- Coordinate development and maintenance of donor and volunteer databases.
- Oversee administrative aspects of property settlements.

Financial Management:

- In conjunction with the Finance Committee, Treasurer, and/or staff, develop annual budget and monitor compliance.
- Manage cash flow and ensure funding through state, local and national funding sources administered properly.
- Cooperate in development of and participation in fundraising activities—grants, government funding, or special events, etc.

Advocacy/Public Relations

- Represent the affiliate before community associations, corporations, civic clubs, etc.
- Develop strong government relations, primarily local.
- Network with other HFH affiliates as well as HFHI.
- Develop awareness and knowledge of affordable housing needs within Loudoun County.
- Work with Public Relations Committee to develop plan for broadening impact of LHFH’s mission and work.
- Collaborate with other Loudoun County nonprofits serving low-income persons to broaden support base for affordable housing initiatives.

Qualifications

- Bachelor’s degree minimum; master’s degree or equivalent experience preferred
- Minimum of ten years managerial, non-profit experience
- Leadership experience with Habitat for Humanity or other affordable housing nonprofits is a plus
- Experience in construction project management and/or real estate development
- Excellent written and oral skills; effective communicator
- Excellent interpersonal skills and ability to thrive as a team player.
- Computer literate, skills to operate database and software.
- Ability to compile, analyze and evaluate data and prepare reports.
- Consent to background check and credit report

Compensation and Benefits

This is a full-time position with minimum of 40 hours Monday through Friday with evenings and weekends as needed. This position is located in Leesburg, VA. The expected minimum starting salary for this position is \$85,000, commensurate with experience. Benefits include paid holidays (10) and Paid Time Off (15) per year with the number of days increasing with years of service. Habitat also offers paid medical insurance for the employee that begins on the first of the month following employment. You will be eligible for a short-term disability insurance program after ninety (90) days of employment. A 401 (k) program is available after 90-days of employment. Additional coverages, such as vision, dental and dependent medical insurance are available at the employee's expense.

To apply for this position, send a resume and cover letter with salary requirements to Allison Metzger allisonkmetzger@gmail.com. Allison is a LHFH Board member serving as the point person for this search.