

Position Profile

Habitat for Humanity of Minnesota

is seeking a new

Executive Director

to lead the organization into the future.



Habitat for Humanity of Minnesota

Mission

Habitat for Humanity of Minnesota, Inc. is a statewide resource development and support organization that serves, advocates for, and advances the work of Minnesota's Habitat for Humanity affiliates who build simple, decent, affordable housing in partnership with people in need.

For more information visit
Habitat Minnesota's
website: www.hfhn.org



About Habitat for Humanity of Minnesota

Habitat for Humanity of Minnesota (Habitat Minnesota) is a statewide support organization for Minnesota affiliates of Habitat for Humanity International. We provide resources to the 28 Minnesota affiliates to advance their work to create and preserve affordable homeownership in partnership with working families.

Habitat Minnesota was created in 1997 initially as a financial intermediary, providing centralized distribution of capital to affiliates. Today, Habitat Minnesota offers a range of programs, including resource development, advocacy, training, and networking.

Fiscal Year 2018 Highlights

- **267 Minnesota families** served (24% increase from prior year)
- **29% increase** in new construction
- **8 affiliates** participated in Habitat Minnesota loan program
- **\$1.6 million** distributed to Minnesota affiliates
 - \$91.5 million distributed since 1997



Environment and Opportunity

Habitat Minnesota is at a strategic crossroads driven by many influencers, including:

- Affordable housing is gaining increased public attention as a key determinant of thriving individuals, families, and communities
- Homeownership opportunity is eluding more Minnesotans at all income levels and demographics
- Habitat International is considering how to best perpetuate the statewide support organization model throughout the country
- Habitat affiliates in Minnesota, like many other housing professionals, are grappling with how to increase production while facing rising costs and increasing administrative and regulatory challenges
- Efficient, sustainable programming is an organizational priority

This presents an exciting environment for the organization's next Executive Director. The ideal candidate will be a strategic visionary who will help enhance one of the most recognized brands in the world for Minnesota. You will be charged with analyzing and evaluating optimal approaches to delivery and administration of programming that will result in increased housing production by Minnesota's Habitat for Humanity affiliates.

As the next Executive Director, your first priority will be to evaluate how Habitat Minnesota will leverage its existing financial and administrative resources to expand the impact of Habitat for Humanity in Minnesota.

This evaluation will lead to recommendations for improved long-term organizational sustainability and increased mission impact. The recommendations will address any needed changes to the organizational structure, programs and services, community partnerships, and financial model to establish a clear path for sustainability for those items deemed most vital. You will guide the board and stakeholders in rearticulating the value proposition of the organization's work.



The Role

The Executive Director leads the strategic, financial, and administrative functions of the organization and provides the highest level of quality, consistent with the efficient use of Habitat Minnesota's resources. The Executive Director develops and implements goals, strategies and policies that result in effective and responsible management of the organization's programs, people, and finances.

As the most senior leader, the Executive Director will have the overall responsibility to work toward Habitat Minnesota's mission and purpose and will have direct accountability and responsibility for development and implementing overarching vision and strategy.

Reporting Relationships

The Executive Director reports to the Board of Directors

The Executive Director has two (2) direct reports:

- Development and Communications Director
- Loan and Grant Program Director

Key Responsibilities

Strategic Leadership:

- Develop and implement a plan for assessing current service delivery and recommending optimal approaches to ensure increased production by member affiliates
- Explore and implement transformative changes to service delivery that ensure efficient, effective, sustainable programming
- Engage the board of directors, staff, affiliate leadership and other stakeholders to re-articulate the value proposition of the organization
- Actively pursue collaborations and partnerships to advance the strategic goals of the organization
- Lead the process for developing annual goals and objectives for the organization
- Develop and implement an effective evaluation system for assessing program outcomes and measuring success

Affiliate Support:

- Lead the deployment of technical assistance, programming, training, and networking opportunities that are informed by and responsive to affiliates
- Establish and maintain a cooperative relationship with affiliates throughout the state
- Facilitate communication between Habitat for Humanity International and affiliates to ensure adherence to policies, procedures, and reporting requirements

Resource Development and Fundraising:

- Expand and diversify revenue-generating and fundraising activities and sources to ensure sustainability of the organization's current and future structure and programs. Explore approaches for securing statewide funding to support affiliate operations
- Secure financing for affiliate's accelerated asset recovery efforts. Oversee the deployment of those resources.
- Develop and manage relationships with donors, lenders, foundations, government entities and others
- Formulate and execute comprehensive marketing and branding strategies to support development efforts
- Develop and implement broad fundraising strategies for donations, grants and investment capital

Advocacy:

- Develop and implement the organization's approach to advocacy. Review and advance its role in Habitat International's Cost of Home campaign. Working with affiliates, identify their advocacy priorities and how to partner on implementation. Determine whether and how to align with advocacy efforts led by other organizations
- Raise the visibility and profile of the organization through involvement in appropriate organizations, events and community-based activities

Human Resources and Operations:

- Support and motivate staff. Foster a workplace that emphasizes collaboration, cooperation, and inclusion. Create and promote a positive work environment that emphasizes communication among staff and engagement with the mission of the organization
- Oversee the financial status of the organization including developing long and short-range financial plans, monitoring the budget, and ensuring sound financial controls are in place. Set financial priorities accurately to ensure the organization is operating in a manner that supports the needs of the program and staff
- Develop and ensure adherence to policies and procedures that ensure efficient, effective operations, including personnel financial management policies

Board of Directors:

- Establish and maintain a cooperative relationship with the Board of Directors. Support the operations and administration of the Board of Directors and committees. Work with the governance committee on recruitment and orientation of board members
- Ensure timely and effective communications with the Board of Directors and with individual Board members

Habitat for Humanity International:

- Participate in Habitat for Humanity International efforts to define and/or advance the role of State Support Organizations
- Monitor information from Habitat International to determine the effects on Habitat Minnesota and affiliates. Promote affiliate perspectives with Habitat International

The Ideal Candidate

We are looking for a proven change agent with the ability to collaboratively assess organizational programming and performance and devise informed, sustainable advancements. The ability to create a supportive relationship among multiple stakeholders, particularly affiliates to effect increased housing production is essential – experience with advancing an affordable housing mission is a plus. You should thrive in an atmosphere of change and be adept at directing organizational transformation.

The following experience and qualities would be exemplified for the ideal candidate:

- Exceptional leadership, management, supervision and motivation skills and personal characteristics which exemplify effective leadership: team builder, service-oriented, decisive and results-oriented, and commitment to improvement
- Experience in managing successful strategic initiatives, partnerships and collaborations in public, non-profit and/or for-profit sectors
- A passion and experience in resource development including having met and exceeded fundraising/advancement goals

Position Profile: HABITAT FOR HUMANITY OF MINNESOTA, EXECUTIVE DIRECTOR

- A proven ability to build lasting relationships with funders.
- A propensity for advocacy and a high degree of comfort in mobilizing others in advocacy efforts
- Experience with mortgage finance methods and principles or with Community Development Financial Institutions is a plus
- Proven expertise in financial management, budgeting, and tracking results to projections with the ability to understand and analyze the implications of financial statements and projections
- An understanding or the ability to understand the housing development process and the home construction process
- The ability to manage operations and supervise employees and work as an effective and proactive team player
- The ability to make decisions and solve problems independently and effectively and be able to identify, evaluate, problem solve and give direction regarding problem resolution for individual and organization-wide issues
- Strong problem-solving, analytical, and decision-making skills, with the ability to think creatively. The ability to manage multiple project simultaneously
- A thorough, organized and detail-oriented approach to work. Demonstrated verbal and written communication and interpersonal skills with experience in public speaking and the ability to communicate Habitat Minnesota's vision
- The ability to work cooperatively with the Board of Directors consistent with the strategy, goals and direction of the organization
- At least 12 years overall experience with progressive leadership responsibility
- Exemplary Financial Acumen
- Experience in Housing Finance a plus
- Cultural Competence, including passion, interest, and demonstrated commitment to diversity, inclusion, and equity values.

A degree in business, non-profit management, or related field is required. Other relevant education, including graduate level work, will be favorably viewed.

To apply for this position, please [click here](#)