



Position Description: President and CEO

Reports to: Board of Trustees

Background: [Greater Cleveland Habitat for Humanity](#) was founded in 1987 by a group of dedicated volunteers who shared a vision to revitalize Cuyahoga County neighborhoods and help local hard-working, lower-income families help themselves create strength, stability, and self-reliance. Cleveland Habitat is dedicated to eliminating substandard housing locally and worldwide through constructing, rehabilitating, and preserving homes; by advocating for fair and just housing policies; and by providing training and access to resources to help families improve their living conditions.

Position Summary: The President and CEO provides overall executive leadership of Greater Cleveland Habitat for Humanity (Cleveland Habitat) in accordance with the direction, policies and objectives set forth by the Board of Trustees of Cleveland Habitat. This role is the face and voice of Cleveland Habitat in our communities and provides leadership to work in partnership with people and organizations in our communities to build decent, affordable homes and make affordable housing a matter of conscience and action. The position also leads a multi-million dollar retail operation with two locations. This role develops and recommends strategic plans to the Board and manages affiliate operations to translate plans into actions and results. Cleveland Habitat has a staff of approximately 60 employees and several thousand volunteers.

Primary Responsibilities:

Leadership & Administration:

- Provide aspirational, visionary, and visible community leadership toward the vision of affordable, safe, and healthy homes for all.
- Serve as an “ambassador” of our mission in the community and continually seek relationships and opportunities to promote and project the understanding of the need for affordable housing.
- Supervise and provide direction to the staff responsible for all functions of Cleveland Habitat - construction, the ReStores, development, volunteer management, family services, mortgage servicing, site selection, faith relations, marketing and administration.
- Attract, manage, challenge, develop and maintain an outstanding leadership group and inspire strong leaders at every level of the organization.
- Ensure that job descriptions are developed, that annual performance evaluations are completed and that important human resource practices are in place.
- Provide leadership in developing strategic plans, programmatic, organizational and financial plans with the Board of Trustees and staff, and execute the plans and policies as directed by the Board.
- Establish and maintain effective working relationships with all governmental agencies and other nonprofit entities necessary for Cleveland Habitat to successfully conduct its programs.
- Ensure that all required official records and documents are maintained, and ensure compliance with federal, state and local regulations and Habitat guidelines.
- Maintain a working knowledge of significant developments and trends within Cuyahoga County and the broader Habitat community.
- Work closely with the Cleveland Habitat’s development staff on long and short-term fund development strategies and implementation of fundraising plans.
- Promote active and broad participation by volunteers in all areas of the organization's work.

Financial Management & Fund Development:

- Work with the staff, the Finance Committee, and the Board in preparing a budget and periodic financial forecasts; ensure that the organization operates within budget guidelines.
- Develop relationships to engage organizations and individuals in the community for financial support or volunteer involvement.

- Ensure grant compliance and reporting as required.
- Execute, monitor, and modify revenue plans and expense management as necessary.
- Ensure compliance with policies regarding investments and reserves.

Board of Trustees:

- Participate in the monthly executive committee and board meetings; prepare the meeting agenda, attend meetings, and report to the Board.
- Support and guide the work of the Board of Trustees in creating strategic plans and goals; create functional and staff objectives, tactics, and performance goals that accrue toward strategic objectives.
- Effectively steward and develop Board members' capacity for fundraising.
- Assist with the identification, recruitment, and orientation of new Board members.
- Stay apprised of Board and committee activities and serve as their primary point of contact.

Preferred Qualifications:

The President and CEO of Cleveland Habitat is expected to be a highly motivated, diplomatic and entrepreneurial person who possesses the following experience, skills and knowledge:

- Ability to think strategically and creatively.
- Ability to develop a shared vision and strategic directions with the Board and manage that vision to successful outcomes.
- Ability to lead and inspire staff and Board in support of the goals of the organization.
- Superior oral and written communication skills.
- Demonstrated experience and skills in financial management.
- Demonstrated fundraising skills, both in design, solicitation and management.
- Ability to develop strong relationships with internal and external audiences based on trust and mutual respect.
- Ability to work effectively and flexibly in a dynamic and at times rapidly changing environment.
- Five years or more in a senior management position.
- Previous experience working with and/or managing a nonprofit Board of Trustees is desired.
- Understands marketing and public positioning of mission and programs.
- Strong sense of compassion and empathy.
- Four-year college degree.
- Understands the importance of, and maintains, confidentiality of applicants, homeowners, and affiliate information.
- Willing to attend trainings/workshops and participate in webinars as identified.
- Valid driver's license and ability to travel as needed.
- Possess the willingness to maintain a flexible work schedule necessary to fulfill the responsibilities of this position, including occasional evenings and weekends.

Compensation:

This is a full-time benefited; salaried; exempt position offering an attractive salary for the selected candidate. Greater Cleveland Habitat for Humanity provides its benefits eligible employees with a comprehensive benefits package, including: Medical, Dental, Vision Insurances, 401K with an exceptional match, and Employer paid Life, AD&D, Short-term, and Long-Term Disability Coverages. We also offer Sick, Vacation and Holiday pays. The salary and some benefits for this position are negotiable.

Location:

This position is located in Cleveland, Ohio. Appropriate relocation assistance will be provided.

Application Process:

Interested candidates should submit resume and thoughtful letter of interest to: hrdept@clevelandhabitat.org. All submissions are confidential. Applications will be accepted until February 21, 2022.

Greater Cleveland Habitat for Humanity, Inc. Is an Equal Opportunity Employer