



ORGANIZATION: DuPage Habitat for Humanity
POSITION: Associate Director
REPORTS TO: Executive Director
LOCATION: Wheaton, Illinois

HABITAT FOR HUMANITY VISION AND MISSION

The vision of Habitat for Humanity is a world where everyone has a decent place to live. The mission statement is: "Seeking to put God's love into action, Habitat for Humanity bring people together to build homes, community, and hope!" This mission is accomplished primarily through volunteer labor and donations of money and materials, to build and rehabilitate houses for families in need of affordable housing. It is meant to be a hand-up, not a hand-out, in that the new homeowner is asked to spend a significant number of hours working on his or her new home and will be asked to repay a non-interest bearing loan for the cost of the home.

ABOUT DUPAGE HABITAT FOR HUMANITY

The DuPage affiliate of Habitat for Humanity (DHFH) was established in 1995 to provide decent housing to those in need who either reside or work in DuPage County, Illinois. Headquartered in Wheaton, IL, the affiliate has served over 110 families since its inception and has plans to grow in capacity to serve over 40 additional families per year.

DHFH operates under the umbrella of HFHI, but is solely responsible for funding its operation, choosing partner families, constructing or rehabbing homes and ensuring the success of its partner families in DuPage County.

In 2011, DHFH established a ReStore which serves as a retail outlet for new and gently used construction materials. The ReStore has become a significant positive cash contributor to DHFH and has prevented hundreds of tons of materials from being placed in landfills. The ReStore is located in Addison and is run with a small staff and a large volunteer base.

POSITION SUMMARY

Reporting to the executive director (ED), the Associate Director DuPage (AD) is part of the Senior Leadership Team having both internal and external facing responsibilities, ranging from client and project management (business development, framing of key approaches, high-quality client delivery, written products) to administration (information technology, reporting, facilities), and human capital (HR/recruiting, mentoring, career progression), with DuPage County primarily, but may be asked to support in other geographies the affiliate is operating in permanently or on a temporary basis. The Associate Director will partner closely with the ED to chart DuPage Habitat for Humanity's future growth and strategic response to an ever-increasing demand for the

organization's services. This position will also work with department leaders in Community Engagement, Construction, Development, Finance, and Retail to further the goals and objectives of the affiliate within DuPage County and coordinate local activities of staff working within the region.

KEY RESPONSIBILITIES

Affiliate Management, Administration and Oversight

- Provides support and leadership for all Affiliate operations, including office/administrative functions, construction activities, family services activities, volunteer recruitment, fund raising and retail operations.
- Develops Affiliate policies and procedures for effective and economical operation of the Affiliate.
- Oversees the protection and maintenance of the Affiliate's assets.
- Carries chief of staff responsibility to ensure that legal obligations of the organization are met in a timely manner and in accordance with applicable law, legal obligations of the Affiliate and the Habitat for Humanity International covenant and guidelines.
- Reports all aspects of the region to the Executive Director.
- Supports the development of an effective Volunteer base to help carry out the work of the affiliate.
- Ensures all activities are carried out in a safe and healthy manner, meeting all OSHA and environmental requirements.

Financial Management and Development

- With the Senior Leadership Team (SLT), prepares the Annual Budget for board approval.
- In conjunction with the Director of Development and the Executive Director, establishes a Resource Development Strategy for fund development, donor retention and recognition.
- Oversees Grant activities (Application & Administration) to ensure that the Affiliate has the resources needed to support its budget and fulfill its Strategic Plan and mission and maintains compliance with all reporting requirements associated with grant funding.

Personnel Management and Human Resources

- Assists with the screening, hiring and discharging of Affiliate staff.
- Implements and enforces Affiliate personnel policies.
- Oversees the Onboarding process for all staff to be insure they are trained and have the resources they need key staff in the performance of their duties, including determining staff job descriptions.
- Participates in the performance evaluation of Affiliate staff members as appropriate.
- Provides support and direction for the personnel function of the organization within the region.
- Provides recommendations to the ED and during SLT meetings on proposed changes in staffing and organization structure.

Construction, Development, Retail, Finance, Community Engagement departments

- Supports the work of the department leader and coordinates interdepartmental support and collaboration. Is part of the Senior Leadership team and functions in the capacity of the Executive Director in that person's absence.

Advocacy Public and Community Relationships

- Maintains relationships with HFHI, state, regional and local Habitat for Humanity Affiliates.
- Helps to coordinate advocacy efforts locally, within the State, and supports Federal Advocacy efforts for Habitat for Humanity.
- Leads the establishment of a multi-year advocacy campaign and develops an annual set of goals and objectives in support of that campaign.
- Function as a public policy of the organization to the community through direct involvement and through public relations programs, including personal contact, literature and the media.
- Supervises media relations to support Affiliate mission and maintain good relations with all applicable media.
- Represents the Affiliate in the community and serves as Affiliate liaison with other community, professional and social service organizations.
- Develops and maintains appropriate relationships with local coalitions, funding sources, supporters and donors including religious and corporate organizations; federal, state and local government units; other agencies whose mission is to provide affordable and decent housing.
- Provides positive visibility of DuPage Habitat for Humanity in the community.

Board Relationship

- Provides support to the various Board Committees.
- Helps to prepare the monthly reports for the Board and ensures they are historically archived online.
- Assists with new Board member orientation.
- Keeps Board informed of changes in internal and external policy relating to the HFH mission

Other Duties

- Performs other duties as may become necessary or required for the successful implementation of the organization's mission.

JOB REQUIREMENTS

Basic Requirements

- The position is a salaried position which includes duties on weekends and evenings when necessary.
- A Bachelor's degree in social services, business management, Human Resources or a related field.
- An advanced degree is preferred.
- Minimum of five years of supervisory or managerial experience in social service, business operations or related field.
- Proven track record of effective fundraising.
- Prior experience as part of a leadership team for an NGO/volunteer organization.

Preferred attributes

- Commitment to the Habitat for Humanity mission, principles and guidelines.

- Experience in not-for-profit administration and financial management, including budgeting and personnel policies at the management level.
- Ability to communicate effectively both verbally and in writing.
- Basic understanding of house construction, budgeting, planning and mortgage banking and relevant laws and low-income housing policies and issues.
- Demonstrated leadership ability and strong organizational skills.
- Prior experience in applying for grants and overseeing the terms of grants received.
- Ability to:
 - effectively manage projects
 - lead change and growth
 - utilize computers and other appropriate technology in support of Affiliate
 - work effectively with volunteer boards and committees
 - plan, evaluate and monitor budgets
 - lead, teach, train and supervise people
 - organize, plan and implement activities appropriate to organizational goals
 - work effectively and comfortably within and among all diverse populations
 - lead effectively in crisis situations

For more information about DuPage Habitat for Humanity, please visit their website at www.dupagehabitat.org.

To apply for this position, please send a letter of introduction and a current resume to at Jobs@dupagehabitat.org.