



## Chief Executive Officer Habitat for Humanity of Dutchess County

**Title:** Chief Executive Officer

**Location:** 1822 South Rd Wappingers Falls, NY 12590

**Position Type:** Full-Time, On-site

**Reports To:** Board of Directors

### **Organizational Overview**

Habitat for Humanity of Dutchess County (HFHDC) is proud to be part of a global nonprofit housing organization founded on Christian principles. HFHDC is committed to putting God's love into action by building homes, communities, and hope. HFHDC is dedicated to eradicating substandard housing locally and globally through constructing, rehabilitating, and preserving homes. We advocate for fair and just housing policies and provide training and resources to help families improve their living conditions.

**Mission:** Every individual deserves a simple, durable place to live in dignity and safety. HFHDC believes decent shelter in decent communities should be a matter of conscience and action for all. HFHDC is committed to building strength, stability, and self-reliance through shelter, uniting people to create homes, foster communities, and inspire hope.

**Vision:** HFHDC's vision is a world where everyone has a decent place to live.

### **Community**

HFHDC serves communities in Dutchess County, New York state. The county is composed of 30 municipalities and has a population of 297,150. The organization's programs are specifically designed to support marginalized communities.

In recent years, there has been a notable increase in migrant populations in New York State, including Dutchess County. Many migrants are arriving from various Latin American countries. According to the 2020 Census, 14.3% of Dutchess County's population is Hispanic or Latino, showing a significant increase from the 2010 Census data, which reported a 10.5% Hispanic or Latino population.

HFHDC is dedicated to adapting its programs to address the community's evolving needs. This unwavering commitment ensures that the organization's initiatives remain pertinent and impactful, ultimately making a meaningful difference in the lives of those it serves.

### **Programs**

Habitat for Humanity of Dutchess County is committed to empowering families and communities through affordable housing and community development initiatives. Each program and initiative reflects HFHDC's dedication to building a more equitable and resilient community where everyone has the opportunity to thrive.

- *The Home Buying Program* is a cornerstone initiative of HFHDC designed to provide affordable homeownership opportunities to low—to moderate-income families in Dutchess County. The program offers a pathway to homeownership through partnerships with families who demonstrate a need for housing, a willingness to partner with Habitat, and the ability to

repay an affordable mortgage. Participants contribute "sweat equity" by working on their homes and other Habitat projects, fostering a sense of ownership and community.

- *The Home Repair Program* aims to assist Dutchess County homeowners who need essential repairs to maintain safe and livable homes. This program addresses critical needs such as roofing, plumbing, electrical work, and accessibility modifications, helping residents improve their quality of life and preserve their homes.
- *Advancing Black Homeownership* is dedicated to addressing the racial homeownership gap and promoting equity in housing. HFHDC partners with community organizations and stakeholders to provide resources, education, and support to Black families seeking homeownership.
- *The Team Up Project*, a collaboration between the YMCA of the USA, Habitat for Humanity International, Catholic Charities, and Interfaith America, is a national initiative to strengthen community resilience and promote social cohesion through volunteerism and collaboration.
- *Town of North East Home Construction Project*: is a specific initiative within HFHDC's broader mission to provide affordable housing solutions in Dutchess County. This project involves building new homes, creating the opportunity for families to achieve homeownership and stability.

### **The Opportunity**

The CEO of Habitat for Humanity of Dutchess County will play a pivotal role in ensuring the organization fulfills its mission of building homes, communities, and hope. They will provide visionary and strategic leadership, collaborating closely with the Board of Directors, staff, volunteers, community partners, and donors to advance the organization's vision and goals. This role is not just about managing operations but about making a real difference in the lives of the people we serve and the communities we are a part of, significantly impacting the lives of those in need.

The ideal candidate for the Habitat for Humanity of Dutchess County CEO position will possess a unique blend of strong leadership, strategic planning, fundraising understanding, and community engagement skills. They must have a proven track record of leading within a growing organization, understand cultivating and managing multiple revenue streams, demonstrate excellent communication and interpersonal abilities, have a sophisticated approach to operational and staff management, and have an unwavering passion for Habitat's mission. The CEO should be a forward-thinker, capable of developing innovative relationships and programs that propel the organization into the future while mentoring and cultivating new leaders, community partners, and other essential relationships. A minimum of seven years of experience in nonprofit leadership, fundraising, and community development is required for this role. A Bachelor's degree in a relevant field is also required, and a Master's degree is preferred.

### **Responsibilities**

Strategic Leadership and Vision:

- Develop and implement strategic plans that meet the organization's goals and objectives
- Ability to align strategic decision-making with organizational goals, mission, vision, impact, and values/culture
- Provide visionary and strategic leadership to staff, volunteers, and the community

Fundraising and Resource Development:

- Drive the strategic vision for fund development, setting ambitious goals, inspiring and resourcing the team to achieve them

- Establish a resource development plan and associated fundraising efforts.
- Drive key fundraising results by identifying, cultivating, and soliciting prospective donors and critical leaders of prospective new corporate partners.
- Leverage personal and professional contacts and relationships for fundraising opportunities.
- Cultivate trusting positive relationships with philanthropic foundations, corporations, individual donors, faith-based organizations, and city, county, federal, and state government to support the organization's growth.
- Promote a culture of philanthropy in the organization, both at the staff and board level.

#### Financial Management:

- Oversee the fiscal activities of the organization, including budgeting, reporting, and audit.
- Ensure the organization operates within budget guidelines and maintains a positive financial position.
- Provide oversight and establish appropriate accountability measures for revenue targets at ReStore.
- Ensures that accurate, timely financial and performance reports are prepared and distributed to committees and board members
- Demonstrates the ability to leverage cash, reserves, in-kind resources, and income streams to serve more families
- Implement sound financial practices and controls.
- Works with the Treasurer, Bookkeeper, Finance Committee, and Auditor to prepare annual audited financial statements, returns, and other reporting as necessary.

#### Board Management and Development:

- Oversee the recruitment, development, and support of a strong and engaged Board of Directors to execute all Board policies and decisions.
- Responsible for communicating effectively with the Board, providing all information necessary for the Board's fiduciary and oversight responsibilities in a timely and accurate manner.
- Collaborate with the Board of Directors and staff on governance, budgeting, and Board development.
- Drive fundraising efforts in concert with the Board and corporate team.
- Work with the Board and its committees, liaise between the Board and staff, and guide Board development.

#### Program Leadership & Development:

- Ensure the program meets annual building goals, timelines, and budget
- Champion the growth of all programs and initiatives.
- Hold chief administrative responsibility for public accountability of the affiliate and provide regular reporting to the board.
- Oversee and manage the Habitat office and affiliate's physical facilities. Lead implementation of affiliate policies and procedures adopted by the Board

#### Community and Public Relations:

- Serve as the chief spokesperson for the organization, promoting its mission and programs
- Builds and sustains collaborative partnerships with other non-profits, homeowners, volunteers, stakeholders, partners, board members, and the community at large
- Enhance the organization's public image to expand interest and support
- Maintain a working knowledge of significant developments and trends within Dutchess County and the broader Habitat community and communicate it well so that our stakeholders keep focused on our mission
- Engage with homeowners, employees, volunteers, donors, and the community to improve services and generate community involvement

- Works with legislators, regulatory agencies, and local government officials to promote legislative and regulatory policies that promote affordable housing.

#### Leadership, Talent Development, and Management

- Promote a high-performance, continuous improvement culture that values learning and a commitment to quality.
- Enhance workplace culture through internal systems, creating a sustainable workplace culture and hiring, developing, and mentoring the staff responsible for all functions of the strategic priorities.
- Attract, hire, develop, and retain the highest level of continuously improving staff members by creating a hiring and development plan tied directly to the strategic plan.
- Develop performance and leadership through education, mentorship, and opportunities to stretch the capabilities of staff members.
- Seek guidance from staff members in matters of content expertise as well as organizational direction.

#### **Required Qualifications & Competencies**

- Minimum of a bachelor's degree or higher in Public Policy, Public Administration, Social Work, or related field or equivalent work experience. (MBA strongly preferred)
- 7-10 years of nonprofit leadership, direct people management, highly effective at building relationships and influencing policy and people.
- Demonstrated expertise in Fundraising and Resource Development, with a proven track record of securing significant funding, cultivating donor relationships, and strategically diversifying revenue streams. Strong financial management skills, including budgeting, forecasting, and financial reporting, ensuring organizational sustainability and compliance.
- Prior experience as a senior executive in a similar nonprofit organization of the same or greater size is preferred.
- Passion for the Habitat model and strong alignment with its mission and vision.
- Leadership experience in construction, nonprofit, fundraising, community development, financial management, or other related fields
- Knowledge of affordable housing, residential construction, financial strategies, real estate transactions, local development, and building requirements
- Has successfully built or significantly contributed to organizational capability, including organizational design, staff development, fundraising, community partnerships, financial management, and/or board relations
- Strong financial management skills, including budgeting, financial forecasting, and reporting
- Demonstrated independent responsibility for program management and accomplishing results by managing an annual budget in for-profit or nonprofit sectors.
- Demonstrate a high level of written and verbal communication skills and be effective in public speaking and presentation development.
- Possess strong problem-solving skills and the ability to multi-task.
- Detail-oriented and able to work independently and in a fast-paced, multi-faceted environment.
- Ability to envision how technology could be leveraged to advance the goals of Habitat
- Organizational leadership or high-level management experience in the nonprofit sector and an ability to manage a large number of volunteers and staff.
- A high degree of self-awareness, empathy, and authentic ease in working with diverse people in varying circumstances
- A management style that prizes inclusion and collaboration develops individual and team strengths and promotes community, the ability to inspire, empower, and value staff and volunteers.
- Experience in successfully developing and reliably executing long-range strategic plans.

- A strong track record of building mutually beneficial relationships, partnerships, and/or coalitions with win-win outcomes.
- Ability to travel within the county and state when needed

The above statements describe the general nature and level of work being performed by people assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their typical responsibilities occasionally, as needed.

*Research suggests that qualified women, Black, Indigenous, and Persons of Color (BIPOC), may self-select out of opportunities if they don't meet 100% of the job requirements. We encourage individuals who believe they have the skills necessary to thrive in this role to apply.*

### **Compensation & Benefits**

The hiring range for this position is \$100K - \$180K, depending on the experience level and readiness to perform the responsibilities identified in the job description. HFHDC provides a comprehensive benefits package.

### **Working Conditions/Environment**

The work primarily takes place in an office environment but also requires travel and occasional visits to construction sites. This role demands the ability and willingness to work extended hours when necessary and maintain a flexible schedule to meet the responsibilities of an executive management position.

*HFHDC is an equal opportunity employer and does not discriminate against employees or job applicants based on race, ethnicity, religion, national origin, sex, sexual orientation, gender identity, veteran status, disability status, age, or any other protected class. HFHDC embraces diversity and aims to mirror the community we serve. We welcome and encourage applications from individuals of all backgrounds. Please indicate your request in your application if you require reasonable accommodations for your interview and assessment during the recruitment and selection process. We encourage all qualified individuals to apply.*

### **Application Instructions:**

To apply for this position, submit a cover letter and resume to the HFDC Board of Directors via the [secure online application portal](#). Your resume should include all professional education and experience, dates of employment (month and year), position/title, and organization names. The cover letter should be addressed to the HFHDC Board of Directors. It should articulate relevant experience and fit with the position's stated preferences.

**Applications will be reviewed on a rolling basis.  
The priority application deadline is October 18, 2024.**

*This search is being run by [Support Center](#). Please reach out to [executivetransition@supportcenteronline.org](mailto:executivetransition@supportcenteronline.org) with any questions.*