



## Job Description: Executive Director

**Job Title:** Executive Director  
**Department:** Administration  
**Reports to:** Board of Directors

**Type:** Full-Time  
**Classification:** Exempt  
**Salary Range:** \$85,000-\$90,000

The Executive Director is the primary executive leader of the Central South Carolina Habitat for Humanity as it works to bring people together to build homes, community, and hope. The Executive Director provides day-to-day management of people and programs, ensuring that all organizational activities promote CSC Habitat's mission and comply with relevant laws, policies, and best practices.

### *Essential Duties and Responsibilities*

#### *1. Administration*

- As chief agent of CSC Habitat, manage and supervise the day-to-day operations of the affiliate organization in compliance with all local, state, and federal laws and regulations, as well as the rules of Habitat for Humanity International.
- Implement the board-approved strategic plan and ensure all organizational activities align with the mission of CSC Habitat for Humanity.
- Ensure compliance with policies and other governing documents adopted by the board, all relevant state and federal laws, and any funder restrictions.
- Ensure compliance and the successful implementation of administrative functions, including but not limited to human resources, finance, the ReStore, grants, fundraising, and communications.
- Ensure compliance and the successful implementation of governance functions, including but not limited to nonprofit compliance, strategic planning, board relations, and board development.
- Ensure compliance and the successful implementation of programs, including but not limited to site selection and land acquisition, the construction of new builds, neighborhood revitalization, community outreach and development, repairs and rehabilitations, homeowner services, titles and mortgages, and more.

#### *2. Human Resources*

- Ensure overall staffing structure and individual job duties meet the needs of the organization.
- Manage all personnel, including direct supervision of the Philanthropy Director, Finance Director, and Production Director.
- Ensure compliance with relevant state and federal employment laws and nonprofit best practices.
- Oversee recruitment, hiring, and onboarding processes.
- Design and implement an annual employee evaluation process.
- Design and implement staff training, professional development, and team building activities.

#### *3. Financial Management and Fundraising*

- Work with the Finance Director, Finance Committee, and Treasurer to prepare and implement the annual budget.
- Ensure compliance with relevant laws, regulations, best practices, funder restrictions, and organizational policies.
- Authorize expenditures within the board-approved budget.

- Work with the Finance Director to advise the board on financial matters, budget issues, and future needs.
- Support the Philanthropy Director with fundraising initiatives, particularly ReStore, special events, donor relations, and grants.

#### *4. Board Relations*

- Recommend long-term strategies, short-term plans, policies, and annual budgets to the board.
- Participate in monthly board meetings including preparing the meeting agenda, attending meetings, and reporting to the board.
- Assist with the identification, recruitment, and orientation of new board members.
- Work with the Philanthropy Director to steward board members and to develop board members' capacity for fundraising.
- Stay apprised of board and committee activities, and serve as their primary point of contact.

#### *5. Public Relations*

- Serve as the primary spokesperson for the affiliate; ensure positive representation of the organization; and advocate on behalf of the organization, its mission, and its clients.
  - Develop and maintain positive relationships with local churches and faith communities.
  - Develop and maintain positive relationships with representatives of government agencies, city councils, and mayoral offices.
  - Cultivate relationships with community nonprofits; seek and evaluate opportunities to partner on collaborative projects.
  - Meet and build relationships with individuals, business associations, corporations, foundations, media, etc.
  - Oversee the development and implementation of a communications plan and all public-facing content related to the affiliate.
  - Attend community events as a representative of CSC Habitat.
- Maintain effective relationships and communications with Habitat for Humanity International.

#### *6. Complete other duties as assigned.*



## Central South Carolina Habitat for Humanity Columbia, South Carolina

### About Us

Central South Carolina Habitat for Humanity (CSC Habitat) is a private, non-profit organization located in Columbia, South Carolina with a mission of building strength, stability, and self-reliance through shelter. CSC Habitat was founded in 1985 as an affiliate of Habitat for Humanity International. Since 1985, CSC Habitat has provided more than 250 homes in partnership with individuals and organizations across Richland and Lexington Counties, South Carolina.

CSC Habitat homeowners receive financial education, and learn about building and maintaining their own homes, all while paying an affordable mortgage. CSC Habitat believes that a decent place to live and an affordable mortgage creates a situation where homeowners can save more, invest in education, pursue opportunity, and have more financial stability. With our help, homeowners achieve the strength, stability, and independence they need to build a better future for themselves and for their families. For more information, please visit [www.habitatcsc.org](http://www.habitatcsc.org).

Columbia is the capital and second-largest city in South Carolina where tradition and tomorrow pair perfectly. Columbia is home to the University of South Carolina, the state's flagship university and the largest in the state. As a creative hub that's fed by university and capital city communities, Columbia has a gritty spirit and vibrant energy. It's a city where stately buildings buzz with new businesses and centuries-old sites give rise to fresh perspectives - all this in the midst of surrounding natural beauty. With an unexpected food & drink scene, festivals year-round and a local shopping scene, Columbia SC will leave you looking forward to what's next.

For more information about what the greater Columbia area has to offer, check out <https://www.experiencecolumbiasc.com/visitor-info/community/>.

### Executive Director Search

**CSC Habitat seeks a high-energy Executive Director to lead the organization and the community in a new housing movement to create affordable-housing for all.** The Executive Director is responsible for the overall management and administration of the organization, to include personnel, fundraising, communication, fiscal management, board support, community education, development of collaborative partnerships, and service design, implementation & evaluation.

The successful candidate will have a demonstrated ability to lead and manage a nonprofit organization and will possess the following leadership competencies:

#### **Leadership Competencies**

- **Leadership and vision.** The Executive Director will inspire confidence and provide leadership and vision to ensure a promising future for CSC Habitat. He or she will demonstrate honesty, sincerity, and respect for individuals while modeling

organizational values and inspiring trust in and from others. Through innovation, strategic leadership, energy and commitment, the Executive Director will take CSC Habitat to the next level of excellence, inspiring and elevating support for the organization's mission and vision.

- ***Strong community engagement and collaboration skills.*** The next Executive Director must be a good listener, strategist, and collaborator. He or she will be able to engage with long standing stakeholders and also build relationships with a wider group to build strong connections that are mutually beneficial to CSC Habitat and the community. New and expanded partnerships to affect change in regards to affordable housing must be developed, providing additional programs or services for those served by CSC Habitat.
- ***Strategic thinker with expertise in personnel management.*** The Executive Director will be an experienced and effective manager of people. He or she will be able to build an effective staff team working together toward a common vision. The Executive Director will have the ability to engage, manage, motivate, and unite staff around common goals and strategies, and to drive teamwork and results across functions and work groups. He or she will be a strategic thinker, able to engage CSC Habitat staff and board in a strategic, thoughtful process of growth.

### **Personal Qualities**

The ideal candidate is a strong, experienced leader with a track record of success. Personal assets will include integrity, high energy, and excellent listening and relational skills. Specific assets being sought include:

- The ability to inspire and energize others.
- The ability to communicate clearly and persuasively in formal and extemporaneous settings, to engage people and convey passion for CSC Habitat's mission.
- Strong relationship building skills.
- Ability to create an environment that welcomes feedback, discussion, and new ideas.
- Encourages innovation and new directions within the frame of CSC Habitat's mission.
- Ability to engage the board, staff, partners, and stakeholders in decision making to build consensus and to make tough decisions when necessary.
- Ability to analyze and tackle problems in a fair and collaborative manner, and to put in the systems, processes, and accountabilities necessary to support solutions.

### **Qualifications**

The successful candidate will have experience with nonprofit management, program development and management, operational assessments and improvements, fundraising, and community building. Preference will be given to candidates with experience in the Habitat arena. Specific qualifications also include:

- Proven business acumen, with a track record of effective management and budgeting.
- Bachelor's degree in one of the social sciences, business, public administration or related field, with ten (10) years of experience in successfully developing and managing

human services/nonprofit programs and five (5) years of experience in a leadership role; or

- Master's degree in one of the social sciences, business, public administration or related field with five (5) years of experience in a leadership role within a human services/non- profit organization.
- Must be able to work a flexible schedule.

CSC Habitat is an equal opportunity employer.

Interested applicants should send a cover letter detailing the applicant's suitability to the qualifications and skills as set forth in the recruitment profile, resume, and salary requirements no later than *September 30, 2021* electronically to:

Terry Wolfer, Chair Executive Search Committee  
CSC Habitat Board of Directors [gwallier@habitatcsc.org](mailto:gwallier@habitatcsc.org)

No phone calls please.