**Habitat for Humanity of Rutland County Executive Director Job Description**

Habitat for Humanity of Rutland County is an affiliate of Habitat for Humanity International and works to build affordable housing throughout Rutland County. In accordance with Habitat for Humanity International’s stated purpose and in such a manner that optimizes the desired results, the Executive Director works with the Board of Directors to develop plans for achieving the organization’s mission, strategy, annual goals, and objectives. The Board of Directors and its subcommittees develop long-term strategies, annual plans, and budgets.

The Executive Director reports directly to the board of directors and supports the board by managing daily operations and communications; performing community outreach; fundraising and marketing; and facilitating other activities as required to help the board successfully execute annual plans. Responsibilities include; community relations, financial management, strategic planning, staff supervision and raising awareness and resources, and serving as a liaison to other Vermont Habitat affiliates, and Habitat for Humanity International.

*General Responsibilities*

●Works with the board to develop a sustainable long-term affordable housing plan and appropriate policies to meet affordable housing guidelines abiding by construction and safety standards  
 ●Implements board policy  
 ●Manages daily operations, including light bookkeeping, mortgage servicing, and reports, manages donor database, and coordinates and schedules meetings   
●Manages and maintains HFH of Rutland County library of documents, templates, and presentations  
 ●Manages and facilitates communications across the Habitat for Humanity ecosystem through multiple channels including social media including board and committee members, volunteers, homeowners, vendors, donors, town officials, local community and religious organizations, contractors and building supply companies, news organizations, and other partners  
●Expands homebuyer support programs   
●Organizes volunteer involvement opportunities and manages the volunteer tracking system ●Secures resources through a variety of activities such as grant writing, fundraising, and community partnerships

Compensation is commensurate with experience.

To apply please send a cover letter, resume, and contact information for references to Eric Solsaa 67 Merchants Row, Box 5, City Center Rutland, VT 05701