

Position: Executive Director, exempt, salaried position

The **Executive Director** is a visionary, mission-driven leader responsible for guiding Habitat for Humanity St. Lucie & Okeechobee (HFHSLO) in advancing the mission to build homes, communities, and hope. Reporting to the Board of Directors, this role provides strategic leadership and high-level oversight to ensure that programs, finances, and partnerships effectively support HFHSLO's long-term sustainability and community impact.

**Education & Experience:**

- Bachelor's degree in business management, nonprofit administration, or related field (master's preferred.)
- Minimum of three years of experience in organizational leadership, financial management, and administrative operations, preferably in a nonprofit sector (five years preferred.)
- At least four years' experience in construction management, affordable housing, nonprofit operations, or with a proven track record of managing revenues of \$15 million or more.
- Demonstrated experience in fundraising, grant writing, and donor relations, with a history of securing funding from diverse sources.

Provide strategic and operational leadership for a multi-county nonprofit dedicated to building safe, affordable housing and strengthening communities. Reports directly to the Habitat for Humanity St. Lucie & Okeechobee Board and Executive Committee to support informed decision-making.

**Strategic Leadership & Governance:** Partner with the Board to develop and execute long-range plans, budgets, and policies that ensure organizational sustainability and mission alignment. Prepare agendas, reports, and financial analyses for the Board and Executive Committee to support informed decision-making.

**Financial Management & Accountability:** Oversee all financial operations including budgeting, fiscal controls, compliance, audits, and cash management. Collaborate with the Finance Director and Board Treasurer to maintain strong internal controls, ensure accuracy of state and federal filings, and safeguard assets.

**Organizational Oversight:** Direct daily operations encompassing finance, construction, development, programs, and administration. Implement systems that enhance efficiency, strengthen compliance, and improve service delivery.

**Staff Leadership & Development:** Recruit, supervise, and evaluate a multidisciplinary staff. Foster collaboration across the team, provide professional development, and promote a culture of transparency, accountability, and inclusiveness.

**Community & Public Relations:** Serve as the primary spokesperson and ambassador for the affiliate. Cultivate partnership with civic, business, faith-based, and governmental entities to expand community support and visibility. Represent the affiliate in public forums, media, and statewide Habitat initiatives.

**Fundraising & Resource Development:** Lead fundraising and donor engagement strategies, securing grants and private contributions from diverse sources. Collaborate with Development and Marketing Director to implement campaigns, media outreach, and public awareness initiatives.

**Construction Oversight:** Ensure timely, budget-conscious construction and repair of homes by coordinating with staff, volunteers, and contractors. Guide planning and resource allocation to meet housing production goals.

**Compliance & External Relations:** Act as liaison with Habitat for Humanity International and Habitat Florida, maintaining adherence to affiliate standards and sharing best practices across the network.

**Key Results:** Strengthen financial accountability, enhance operational systems, and expand community partnerships – resulting in sustained organizational growth and improved housing outcomes for partner families.

**Compensation:**

This is a full-time position (40 hours/week) with occasional weekend and evening work requirements. Compensation will be commensurate with qualifications and experience. HFHSLO offers a competitive total compensation package including a Simple IRA, medical, dental, drug and vision insurance, and paid time off (PTO.)

Salary range: \$95,000-\$105,000 annually.

To apply: Please email your resume to [tonya@HabitatSLO.house](mailto:tonya@HabitatSLO.house)