

## **Position Overview**

Transylvania Habitat for Humanity (THFH) seeks a mission-driven, strategically disciplined Executive Director (ED) to lead the organization as we continue to sustainably grow and expand community service and programs.

The successful candidate will advance the THFH mission by aligning strategy, family services, fundraising, governance, and culture to support affordable homeownership. Working closely with the Board of Directors, the ED ensures organizational sustainability, operational excellence, and strong community impact.

## **Key Responsibilities**

### **Strategic Leadership and Governance**

- Partner with the Board to lead and execute a multi-year strategic plan aligned with Habitat's mission and local housing needs
- Support the Board in governance best practices, committee development, and board engagement
- Provide regular reporting on organizational performance, risks, and opportunities.
- Ensure compliance with Habitat for Humanity International standards and affiliate agreements

### **Fundraising and Resource Development**

- Lead all fundraising efforts, including major gifts, annual campaigns, grants, and corporate sponsorships
- Cultivate relationships with donors, foundations, faith communities and local businesses
- Serve as primary external ambassador and spokesperson for THFH
- Identify and pursue new revenue streams to ensure sustainability

### **Construction and Program Oversight**

- Oversee home building, rehabilitation, and repair programs to ensure safety, quality, and efficiency
- Ensure projects are completed on time and within budget
- Align building strategy with community housing needs and land availability

### **Family Services and Community Impact**

- Oversee homeowner selection, education budget, and support
- Foster long-term relationships with partner families and the broader community
- Ensure equitable, transparent, and mission-aligned family partnership process

### **Financial Management and Administration**

- Develop and manage the annual budget in partnership with the Board Treasurer
- Ensure strong financial controls, fiscal discipline, and long-term sustainability
- Oversee audits, tax filings, and regulatory requirements
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- Manage affiliate operations, including HR, insurance, and risk management

Job Description: Transylvania Habitat for Humanity, Executive Director

### Staff and Volunteer Leadership

- Recruit, lead, and develop a team of high-performing staff and key volunteers
- Foster a mission-driven, collaborative, and accountable culture
- Ensure effective volunteer engagement across construction, ReStore, and committees

### ReStore Oversight

- Provide strategic oversight of the ReStore as a key revenue-generating operation
- Ensure alignment of retail operations and mission impact
- Monitor financial performance, inventory strategy, and staffing

## Required Qualifications

- Demonstrated strategic leadership experience in nonprofit management, small business, or a related field.
- Exceptional communication and relationship-building skills
- Proven success in fundraising and donor development
- Strong financial management and budgeting experience
- Experience working with and supporting governing boards
- Passion for affordable housing and community development
- Experience leading organizational growth or transition.

## Preferred Qualifications

- Experience with Habitat for Humanity or similar housing/construction organizations
- Experience in serving rural communities
- Knowledge of residential construction or real estate development
- Grant writing experience
- Experience managing retail or social enterprise operations

## Key Competencies

The successful candidate will demonstrate:

- Integrity and ethical leadership at all times.
- Ability to inspire confidence and trust.
- Strategic clarity.
- Accountability orientation.
- Collaboration.
- Resilience.
- Cultural sensitivity
- Professional community-centered presence.

Send resumes to: [ahunter@transylvaniahabitat.org](mailto:ahunter@transylvaniahabitat.org)

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Salary \$92,000