



Executive Director

Kalamazoo Valley Habitat for Humanity

Kalamazoo Valley Habitat for Humanity is one of the oldest affiliates in the country and one of the largest affiliates in Michigan. Over 200 families have become Habitat homeowners since 1983. In a typical year, Habitat builds or rehabs and sells 4 homes and completes 12 - 16 critical home preservation projects. Habitat is fully committed to providing programs that help build a strong foundation for families and individuals working towards a more sustainable future.

Summary

The Executive Director (ED) develops and supports the Kalamazoo Habitat for Humanity (KVHH) vision, partners with the Board to develop the strategic plan and leads and inspires staff, volunteers, and committees to achieve organization objectives and funding goals. With a strong passion for the mission, the ED builds relationships in the community, leads with integrity and is committed to leading the organization dedicated to the values of diversity, equity, and inclusiveness in the execution of and accountability for all programs and services.

Essential Functions and Responsibilities

Strategy and Programs

- In collaboration with the Board and staff, develop and drive a strategic plan, ensuring effective organization structure and resources to execute successfully.
- Develop and oversee quality programs and services consistent with the mission and organization goals to ensure a positive impact on the community.
- Designs and implements systems for evaluating the effectiveness of KVHH programs and revise programs as needed to ensure continuous improvement.
- In partnership with the Board, recruit and develop a diverse Board of Directors that is representative of the community, who believe in the mission, and are willing to assist with the overall strength of the organization. Ensure ongoing and open communication with the Board about KVHH performance.

Staff Leadership and Development

- Lead, engage and develop staff, so they are passionate about the vision and mission. Hold teams accountable for providing regular feedback and performance reviews based on clear expectations, and ensure quality outcomes aligned with the strategic plan.
- Build and maintain a sustainable organizational structure and an effective recruitment, development, and retention strategy to support future growth.
- Embrace and support diversity and a positive and inclusive work culture.

Fund Development and Community Outreach

- Develop comprehensive fund development plan that ensures short and long-term funding base. Guide and assist the preparation and management of large grants, gifts and campaigns, special events, corporate sponsorships, individual giving.
- Develop the annual budget and oversee fiscal oversight, ensuring overall financial health in support of the mission.

- Cultivate and maintain relationships with key donors, funders, and partners. Establish and maintain partnerships to reinforce the KVHH brand and its impact on the community.
- Serve as KVHH advocate as a visible, visionary, and influential leader continually educating the community about the mission and programs.

Other

- Responsible for the affiliate's adherence with Habitat International rules and regulations.
- Perform other related duties as requested.

Education and Experience Requirements:

- Bachelor's degree is preferred; Experience will be considered in lieu of a degree.
- Minimum of 5 years of experience in a leadership role, preferably in a nonprofit or human services organization, with at least 3 years of supervisory experience is required.
- Demonstrated experience in fundraising, community, and public relations, and/or marketing is preferred.
- Familiarity with affordable housing, retail, real estate, and mortgage loan processes is preferred.
- Knowledge and experience of greater Kalamazoo with established relationships in the community is preferred.

Other Requirements

- Must have access to reliable transportation to travel locally and statewide routinely as required.
- Must pass background check

Skills and other Competencies

- Strong business acumen and understanding of financial management.
- Excellent verbal and written communication skills with executive presence and proven ability to present information and build and sustain successful partnerships throughout the community.
- Strong people manager with ability to set expectations, hold teams accountable, have direct conversations and promote a team culture.
- Solid technical skills in Microsoft programs with the aptitude to learn new systems as needed.
- Strategic thinker with ability to problem solve, make sound decisions, and implement solutions.
- Self-motivated and results driven with excellent organization skills and detail orientation to successfully manage multiple projects and meet deadlines.
- Ability to work with diverse populations and to promote an equitable and inclusive work environment.

Hours: Full-time; Monday through Friday in the office (flexibility as needed); Occasional weekends or evenings.

Pay: Starting pay \$85,000 per year with comprehensive benefits included.

To apply, click on this link to Indeed: [KVHH Executive Director](#)

Kalamazoo Valley Habitat for Humanity does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, gender identity or expression, marital status, disability, genetic information, age, parental status, military service, or any other protected class under federal, state, or local law.