



REPORTS TO: Executive Director

POSITION SUMMARY:

Habitat for Humanity La Crosse Area is a growing, multi-faceted, non-profit organization that serves families in need of safe, affordable housing while transforming entire communities throughout the Coulee Region. Habitat for Humanity La Crosse Area is looking for a full-time management professional to work closely with the Executive Director to achieve the organization's mission, vision, and strategic goals. The Affiliate Director leads organizational effectiveness by managing operational functions of finance, human resources, contracts, marketing, and strategic development and supervises staff in these areas.

The Affiliate Director shares responsibilities with the Executive Director to chart future growth and strategy to meet the ever-increasing demand for affordable housing services in the Coulee Region.

RESPONSIBILITIES:

Operations Management

- Optimizes operational systems, processes and policies, management reporting, information flow, business process improvement, and organizational planning.
- Fosters improved collection and use of client and industry data for strategic business decisions and storytelling.
- Supports creation of financial reports and project budgets as required.
- Improved coordination and communications across the organization to increase effectiveness and efficiency.
- Provide oversight of internal operations, including Human Resources, Finance, Legal, and Governance.
 - HR priorities include development and implementation of effective recruiting, hiring, compensation, benefits, training, and professional development policies; sustaining an internal culture that promotes initiative, appropriate risk taking, learning, cooperation, equity, and mutual respect.
 - Financial priorities include budgeting, reporting, audits, and compliance.

Strategic Planning

- Contributes to short and long-term strategic planning and the identification of potential new markets and lines of business and funding opportunities.

- Proactively identify internal opportunities and challenges and work with the ED to address them.
- Manage key projects and special initiatives that relate to organizational growth.

Fundraising and External Relations

- Research and complete grant applications for local, state, and national funding opportunities.
- Represent the organization as appropriate with stakeholders, partners, and funders.
- Support and sometimes lead fund development efforts.

QUALIFICATIONS:

Demonstrated track record of excellence in the following technical skills:

- Operations management in a non-profit environment
- Fiscal management and budget development
- Strategy to action planning and tracking
- Leading an organization to meet goals
- Business process improvement
- Project management
- Fundraising and community outreach
- Written and interpersonal communication
- Staff supervision and performance accountability

Leadership competencies to include:

- Strong leadership and organizational skills with a bias for action
- Collaborative and confident with an ability to unite and engage for performance
- Visionary – able to communicate and work toward organization’s vision
- Knowledge of non-profits and/or affordable housing

Desired qualifications:

- Knowledge and experience in government programs, contract management, and reporting
- Ability to challenge and debate issues of importance to the organization
- Proficiency in Microsoft Office products, use of the web, and customer management systems

Salary consideration given to candidates with:

- Affordable housing experience
- Successful grant writing experience
- Program development experience

POSITION INFORMATION

\$55,000 to \$70,000/year commensurate on experience (negotiable). This is a full-time, salaried position (including some nights and weekends – limited). Offers flexible scheduling. Habitat for Humanity La Crosse Area offers paid time off, paid sick time, paid holidays, health/dental/vision insurance, accident insurance, and retirement.

TO APPLY:

For consideration, please send a completed Habitat application and current resume. Submit materials electronically to info@habitatlacrosse.org or mail to: Habitat for Humanity La Crosse Area, 3181 Berlin Drive, La Crosse, WI 54601.

Application materials due no later than 5 pm on Friday, August 26.