



# Habitat for Humanity® La Crosse Area

## POSITION POSTING

Employment Application Packet:      Affiliate Director

Pay Level:                                      \$55,000-\$70,000/year depending on experience

Hours:    40 hours per week, salaried

The job description is attached.

For your application to be considered, you must complete all of the following materials that have a check mark before them:

- Application form (attached)
- Resume
- Supplemental Employment Survey (attached)
- Cover letter

**This application packet is due by 5 pm on Friday, August 26**

We will only consider your application if we have received the materials by the specified due date and time.

Materials may be:

- Emailed to [info@habitatlacrosse.org](mailto:info@habitatlacrosse.org)
- Mailed to, or dropped off at, the following location: Habitat for Humanity La Crosse Area, 3181 Berlin Drive, La Crosse, WI

For more information please visit our website at [www.habitatlacrosse.org](http://www.habitatlacrosse.org)



*Habitat for Humanity La Crosse Area is an equal opportunity employer and service provider. Auxiliary aids and services available upon request.*

**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](mailto: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.**



## Application For Employment

COMPLETE ALL SECTIONS. WRITE IN "N/A" IF REQUESTED INFORMATION IS NOT APPLICABLE.

1. Name (Last, first, middle)			
2. Address			
Street or RFD #	City	State	Zip Code

3. Position desired
4. Telephone #
5. Email

*ANSWER ITEMS 6 THROUGH 10 BY PLACING AN "X" IN PROPER COLUMN. PROVIDE DETAIL WHERE APPLICABLE.*

	YES	NO
6. Do you have a legal right to work in the United States permanently?.....		
7. A. Do any members of your immediate family serve on the Habitat for Humanity La Crosse Area Board of Directors?..... B. Are any members of your immediate family currently employed by Habitat for Humanity La Crosse Area?..... Note: Immediate family is defined as spouse, parent, child, sibling, father-in-law, mother-in-law, brother-in-law, sister-in-law, grandparent, grandchild, aunt, uncle, niece, nephew, stepparent, stepchild, son-in-law and daughter-in-law. C. If 7A or 7B was answered "Yes", give name of family member:		
8. Have you been employed by Habitat for Humanity La Crosse Area before?..... If "Yes", give position(s) held and dates.		
9. A. Are you available for work immediately?..... If "No", on what date would you be available? _____ B. Are you available to work full time?..... part time?..... temporary?.....		
10. A. Can you travel if the job requires it?..... B. Do you have dependable transportation?..... C. Do you hold a valid driver's license?..... D. Do you carry auto insurance coverage?.....		

11. EDUCATION	HIGH SCHOOL	TECHNICAL SCHOOL/COLLEGE	GRADUATE/PROF.
School Name & Address			
Years Completed			
Diploma/Degree			
Describe Course of Study			

Describe specialized training, skills, apprenticeships:

12. EXPERIENCE: BEGIN WITH CURRENT OR MOST RECENT JOB OR VOLUNTEER EXPERIENCE AND WORK BACK. ACCOUNT FOR PERIODS OF UNEMPLOYMENT EXCEEDING THREE MONTHS ON THE LAST LINE OF EXPERIENCE BLOCKS IN ORDER OF OCCURRENCE.

Name & Address of Employer:  Telephone:	Dates of Employment (month & year) From _____ To _____	Reason for leaving
	Title of Position	Name of Immediate Supervisor
	Salary or Earnings Beginning \$ _____ per _____ Ending \$ _____ per _____	May We Contact this Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

Description of work (describe specific duties, responsibilities and accomplishments in job)

Name & Address of Employer:  Telephone:	Dates of Employment (month & year) From _____ To _____	Reason for leaving
	Title of Position	Name of Immediate Supervisor
	Salary or Earnings Beginning \$ _____ per _____ Ending \$ _____ per _____	May We Contact this Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

Description of work (describe specific duties, responsibilities and accomplishments in job)

Name & Address of Employer:  Telephone:	Dates of Employment (month & year) From _____ To _____	Reason for leaving
	Title of Position	Name of Immediate Supervisor
	Salary or Earnings Beginning \$ _____ per _____ Ending \$ _____ per _____	May We Contact this Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

Description of work (describe specific duties, responsibilities and accomplishments in job)

13. Other Professional References (not former employers or relatives)

Full Name	Present Business or Home Address	Telephone #	Business/Occupation

**A FALSE, INCOMPLETE, OR DISHONEST ANSWER TO ANY QUESTION ON THIS APPLICATION WILL BE GROUNDS FOR RATING AN APPLICANT INELIGIBLE FOR EMPLOYMENT WITH THIS AGENCY, OR FOR DISMISSAL AFTER EMPLOYMENT. ALL STATEMENTS ON THIS APPLICATION ARE SUBJECT TO INVESTIGATION (EXCEPT WHERE NOTED IN #12 ABOVE). ALL INFORMATION WILL BE CONSIDERED IN DETERMINING AN APPLICANT'S ELIGIBILITY FOR EMPLOYMENT WITH THIS AGENCY. I RELEASE HABITAT FOR HUMANITY LA CROSSE AREA FROM ALL CLAIMS AND LIABILITIES REGARDING REFERENCES GIVEN. I UNDERSTAND ALSO, THAT IF HIRED, I WILL BE REQUIRED TO ABIDE BY ALL RULES AND REGULATIONS OF THE ORGANIZATION. I UNDERSTAND THAT MY EMPLOYMENT WOULD BE FOR NO SPECIFIC PERIOD OF TIME AND THAT I MAY BE TERMINATED AT ANY TIME.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

HABITAT FOR HUMANITY LA CROSSE AREA IS AN EQUAL OPPORTUNITY EMPLOYER AND SERVICE PROVIDER. AUXILIARY AIDS AND SERVICES ARE AVAILABLE UPON REQUEST.  
HABITAT FOR HUMANITY LA CROSSE AREA IS COMMITTED TO QUALITY SERVICE AND CONTINUOUS IMPROVEMENT.

## AFFIRMATIVE ACTION SURVEY

Habitat for Humanity La Crosse Area is an equal opportunity employer and strives to comply with all government regulations and affirmative action responsibilities. Applicants are considered for all positions and employees are treated during employment without regard to race, color, sex, national origin, age, marital or veteran status, sexual orientation, or disabling condition.

We are required to collect data requested on this questionnaire for record keeping and to document affirmative action efforts. While your reply will be most helpful to us in carrying out our administrative responsibilities, return of this form is entirely voluntary.

**This questionnaire will be detached from your application upon receipt. This information will not be seen or used by people involved in screening or in the interviewing processes for applicants. This data will be kept in a confidential file separate from your job application.**

Thank you for your cooperation!

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I chose to NOT complete this form.

1. Position Applied for: \_\_\_\_\_ Date \_\_\_\_\_

2. How did you first find out about this job opening?

\_\_\_\_\_ Advertisement

\_\_\_\_\_ Friend/Relative

\_\_\_\_\_ Job Service

\_\_\_\_\_ Walk-in/Inquiry

\_\_\_\_\_ From an employee of Habitat

\_\_\_\_\_ Internet

\_\_\_\_\_ Other \_\_\_\_\_

3. Gender: \_\_\_\_\_ Male \_\_\_\_\_ Female

4. Age 40 or Older: \_\_\_\_\_ Yes \_\_\_\_\_ No

5. Race:

\_\_\_\_\_ African American or African

\_\_\_\_\_ American Indian or Alaska Native

\_\_\_\_\_ Asian

\_\_\_\_\_ Native Hawaiian or Other Pacific Islander

\_\_\_\_\_ White

\_\_\_\_\_ Other Race

\_\_\_\_\_ More than One Race

\_\_\_\_\_ Unknown

Ethnicity:

\_\_\_\_\_ Hispanic/Latino

\_\_\_\_\_ Not Hispanic/Latino

\_\_\_\_\_ Unknown

6. Disability or Handicap: \_\_\_\_\_ Yes \_\_\_\_\_ No

(Please DO NOT tell us the disability or handicap you have – just whether or not you have a disability or handicap or perceive yourself as having one)

7. Veteran:  Yes  No

Vietnam Era Veteran:  Yes  No

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