



Executive Director

Position Profile



Executive Search Team:

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position profile

title

Executive Director

location

Salt Lake City

organization

Salt Lake Valley Habitat for Humanity

salary

\$125,000 - \$150,000

reports to

Board of Directors

website

<https://habitatsaltlake.org/>



who we are

mission

To make decent shelter a matter of conscience and action.

vision

A world where everyone has a decent place to live.

Salt Lake Valley Habitat for Humanity carries out its mission and vision through three pillars of service: building **affordable homes**, making **critical home repairs**, and offering low-cost building materials and household items in our **ReStore**. Salt Lake Valley Habitat for Humanity (SLVHFH) is an affiliate of Habitat for Humanity International (HFHI), a nonprofit that seeks to eliminate poverty housing and homelessness from the world and to make decent shelter a matter of conscience and action. Salt Lake Valley Habitat for Humanity serves Salt Lake, Tooele, and Davis Counties.



location

The position is based in Salt Lake City, a growing modern city at the foot of spectacular mountains. Offering an effortless balance between nature and city living, the Utah capital thrives and has become a mecca for the performing arts. Only 25 minutes from world-class ski resorts and a few hours away from the spectacular red rock beauty of southern Utah and its famous five national parks where recreational opportunities abound, Salt Lake City offers an unparalleled quality of life.

Combine Utah's robust and growing economy, vibrant cultural scene, and major international airport, and it is easy to see why thousands of people make the Beehive State their home every year. As our Executive Director, you will not only shape the future of our organization but also contribute to a community that embodies the epitome of a well-rounded, exceptional quality of life.



the opportunity

Following the impending retirement of a long-serving Executive Director, Salt Lake Valley Habitat for Humanity (SLVHFH) seeks a compassionate and dynamic leader to guide a talented Staff and engaged Board of Directors. In collaboration with the Board, the Executive Director will need to think creatively and strategically about the organization's current opportunities and challenges and propose ways the organization will optimally serve as an engine for change. This results-oriented executive will oversee strategy, programs, operations, fundraising, talent development, and financial performance. They will be a strong communicator both one-on-one and with large groups. They will be able to sustain and grow relationships within the organization and across the community, including with government officials, donors, nonprofit partners, and community leaders. They will be the face of SLVHFH and, along with its Board of Directors, will be responsible for ensuring the long-term growth and sustainability of SLVHFH. The person in this position has a fantastic opportunity to manage a stable and well-established organization and oversee a team of 25 professional staff, seven direct reports, a robust volunteer force, and an annual operating budget of more than \$3 million.

The ideal candidate will be a curious, innovative, and approachable executive with a sense of humor who fosters an environment of fun and collaboration. They will be an organizational steward of the brand and will understand their role in growing and upholding the strong reputation of SLVHFH as a trusted partner and community asset. They must solve problems, effectively lead cross-functional teams, balance competing priorities, and be flexible. The future Executive Director will be a strong relationship builder with high self-awareness, empathy, and humility. They will embody the Habitat for Humanity values and appreciate the affiliation with Christian ministry, even if they aren't personally religiously affiliated.



roles & responsibilities

leadership and mission delivery

- Coach, inspire, motivate, and lead a talented direct service and administrative staff of varied life experiences, identities, and backgrounds.
- Advance an inclusive culture that is collaborative, transparent, respectful, and affirming of all backgrounds and identities, and be an accessible leader to all staff.
- Maintain a professional climate that supports staff in setting and achieving goals while attracting and retaining top-quality personnel.
- Become knowledgeable of the core functions of the organization's services and programs, including the construction of homes, critical home repair, and the Restore.
- Stay current on policies and procedures regarding local housing, construction, and real estate topics.
- Stay informed on legislative issues impacting the organization's mission and actively participate in public policy initiatives.
- Celebrate successes, embrace failures, and drive the organization's performance with a culture of autonomy and continuous improvement.
- Ensure a commitment to delivering the best possible services to clients, with a focus on excellence in every aspect of the organization's work.

governance and board relations

- Collaborate with and support the Board in fulfilling its governance and fiduciary duties, including board recruitment, onboarding and offboarding, board education, board evaluation, and maintaining relationships with long-standing departing board members.
- Partner with the Board to create and implement a strategic plan and identify growth areas.
- Work with the Board to identify, solicit, and acquire new funding sources.
- Provide regular and transparent reports to the Board on operational, financial, and programmatic progress, ensuring they are well informed about the organization's performance.

strategy and visioning

- Lead through periods of growth and transition and demonstrate an ability to “think big” while ensuring both organizational sustainability and operational excellence.
- Provide thoughtful, innovative, and visionary executive leadership that is inclusive, transparent, and empowering.
- Oversee visioning implementation while ensuring necessary funds, staff, infrastructure, and resources are available to realize goals.
- Ensure effective systems to track progress and measure successes that can be effectively communicated to the Board, funders, and other constituents.



partnerships, fundraising, and communications

- Identify new paths towards growth to ensure SLVHFH can continue to maximize impact.
- Build strong relationships with city governments and work with various small municipalities.
- Work with the Board and staff to fully understand all existing and potential philanthropic funding streams.
- Maintain a portfolio of major donors and partners for cultivation and engagement.
- Serve as lead spokesperson while also cultivating other spokespeople amongst Professional Staff and Board.
- Inspire donors, government officials, partners, and the community to action through impassioned and eloquent storytelling.

financial management

- Work in partnership with the Board and Controller to manage the budget and daily financial operations for maximum utilization of resources and financial positioning for the organization.
- Foster a collaborative and transparent approach to financial management, ensuring the financial stability, growth, and sustainability of SLVHFH.
- Monitor compliance with all funding requirements.



who are you?

You are passionate. You care deeply about making long-term affordable housing a reality for as many people as possible; that passion energizes you.

You are a relationship builder. You are a skilled communicator and storyteller energized by connecting with others and building relationships. You are comfortable in a room full of strangers or speaking to crowds. You can win hearts and minds by connecting people to the mission.

You are willing to have tough conversations. You appropriately confront difficult situations and lead uncomfortable conversations. You do this with courage and kindness.

You have strong emotional intelligence. You lead with powerful charisma based on quiet confidence, compassion, and humility. You can read a room, have high self-awareness, and accept responsibility and criticism.

You inspire trust. You are viewed as a leader with a high degree of integrity. You give credit where due and don't lead with ego; you recognize you are part of a whole and always consider what is best for the organization. Your ambition will be, first and foremost, for the cause, for the organization and its purpose, for the team, and not yourself.

additional skills & attributes

- High sense of commitment to SLVHFH mission.
- Five+ years of successful leadership and management experience in the nonprofit/human/social service sector and proven ability to effectively manage and lead a growing organization.
- Experience in housing, real estate, or construction preferred.
- Ability to thrive in a fast-paced and dynamic work environment
- Excel in forging authentic connections, building rapport with stakeholders from various backgrounds, and leveraging relationships to magnify influence. Demonstrated success in developing and managing relationships with government officials, donors, board members, corporate supporters, and community members.
- Strong finance acumen with building and managing budgets and making sound financial decisions.
- Commitment to creating a welcoming environment for all and experience engaging with people from diverse backgrounds.
- Excellent communication and presentation skills with the ability to articulate and align mission, vision, and values to funders.
- The maturity, integrity, professionalism, and experience to earn the trust and confidence of your team, board leadership, funders, clients, and community partners.
- Creative, innovative thinker who embraces new ways of approaching planning, challenges, and opportunities; willing to challenge the status quo; adaptable and flexible in thinking and execution.
- Knowledge of nonprofit governance and experience working with or on boards.
- Strong project management skills with the ability to delegate, meet deadlines, and follow through.



compensation & benefits

The salary range for this full-time, exempt position is \$125,000-\$150,000.

Salt Lake Valley Habitat for Humanity provides a wide range of benefits to its employees, including:

- Health insurance with 100% premiums paid for employees.
- A 3% IRA match after one-year tenure - 100% vested immediately.
- Generous PTO allowance that grows with tenure in addition to 12 paid holidays annually.
- Potential for an annual performance bonus (subject to Board approval).

how to apply

Pathway Associates has been retained to lead this search effort on behalf of Salt Lake Valley Habitat for Humanity.

To apply, email your **cover letter and resume** to lia@pathwayassoc.com. We are pleased to answer any questions or supply further information as needed. All inquiries or referrals will be held in strict confidence.



non-proselytizing policy

Salt Lake Valley Habitat for Humanity will not proselytize or work with entities or individuals who insist on proselytizing as part of their involvement with Habitat. We will not offer assistance on the expressed or implied condition that people must adhere to or convert to a particular faith or listen and respond to messaging designed to induce conversion to a particular faith.

