



**Position Profile**  
**Executive Director**  
**Habitat Suffolk**  
Middle Island, NY

Habitat for Humanity of Suffolk seeks a dynamic, passionate Executive Director for this thirty year-old affiliate of Habitat for Humanity International. Habitat Suffolk partners with families in our community to help them build strength, stability, and self-reliance through shelter. Our new Executive Director should be committed to the work and mission of Habitat, desiring to bring people together to build homes, communities and hope.

**The Organization**

Habitat for Humanity of Suffolk (usually called Habitat Suffolk) has a mission to work in partnership with thousands of Suffolk County volunteers and responsible, low income families of all races, religions, and creeds to build and renovate homes so that there are decent houses in decent communities in which people can live and grow into all that God intended. Habitat Suffolk has built over 187 homes for families through the support of its volunteers and donors. Last year, over 3,000 volunteers mobilized to build, advocate and fundraise for affordable housing in Suffolk County. Habitat Suffolk offers over 16 different programs which allow the local population the chance to give back to their community. Programs include:

- **Walk On** – a volunteer opportunity for individuals to volunteer when their schedules allow.
- **Student Build** – Students learn about Habitat, practice fundraising, and give back to the community while working on a build site.
- **Women Build** – A program that brings women together to learn about construction while volunteering.
- **Sponsor for a Day** – Companies are encouraged to send groups to a construction site to help build affordable homes for others.
- **ReStore** – A retail outlet open to the public to shop for quality donated new and slightly used building supplies and home furnishings, with all revenue going to support Habitat Suffolk’s mission.

Habitat Suffolk has 30 staff, an annual budget of around \$4M, and is governed by a 14-member Board of Directors. Habitat Suffolk is expected to grow its footprint on Long Island and its budget and staff in the near future. For more information, see [habitatsuffolk.org](http://habitatsuffolk.org).

**The Position**

Reporting to the Board of Directors, the new executive will be a strong and visionary leader, setting goals and creating the strategies to meet them that promote Habitat’s mission of homeownership. The new executive must also:

- Ensure that Habitat Suffolk’s operations, programmatic, fiscal, fundraising, marketing, technology and communications strategies are implemented.
- Build a spirit of teamwork: engaging staff, Board, Habitat homeowners, donors, and volunteers to achieve organizational goals.
- Serve as the face of Habitat Suffolk throughout the community and engage with all external stakeholders.
- Work with local governments, professional organizations, economic development groups, and other nonprofit organizations to coordinate Habitat’s activities.

- Support the Board and various committees with timely and accurate information. Assist Board Chair in agenda setting and facilitating the Board meetings.
- Provide continuous program evaluation and improvement, and consistent quality financial administration.
- With the Board, develop and implement financial and operational priorities.
- Maintain a positive working environment that motivates and encourages staff to fully support the mission of the organization.
- Maintain a working knowledge of significant land use developments and opportunities in Suffolk County.
- Supervise management of the ReStore to maximize its contribution to Habitat Suffolk's operational budget.

**12- to 18-month priorities for the next Executive Director are to:**

- Cultivate a learning and listening stance to understand, evaluate and lead the business and funding models, operations, and functions within the organization.
- Become the face and voice of Habitat Suffolk.
- Strengthen current and build new relationships internally and externally and inspire others to support our mission and vision.
- Develop a multi-year fundraising plan.
- Lead and manage organizational growth.
- Collaborate effectively with public officials, legislators and individuals working on and influencing issues related to affordable housing.
- Support staff by establishing a culture of trust, fostering a spirit of teamwork, and maintaining a positive organizational culture.
- Plan for and execute a celebration marking Habitat's 30 years of work in Suffolk.

**Experience and Attributes**

Ideal candidates for this position will share Habitat Suffolk's commitment to affordable housing and have leadership experience in a nonprofit organization. Highly qualified applicants will bring a variety of experiences and attributes to Habitat Suffolk, including:

- At least ten years' executive level leadership and management experience in a successful, growth-oriented nonprofit organization of similar size and complexity.
- Well-honed collaborative leadership skills and style, including experience inspiring staff, and a willingness to actively participate in tactically moving the organization forward.
- Demonstrated experience in fundraising with experience in diversifying funding streams.
- A well-developed political savviness and knowledge of local, county and state regulations that affect our work and/or our clients.
- Proven experience with fiscal management, budgeting, and operations, including responsibility for developing and managing at least a \$4M budget.
- Exceptional interpersonal and networking skills, strong communication skills, and a genuineness that inspires trust.
- Experience working with, an understanding of, or empathy for the issues faced by low- to lower middle-income people and a willingness to advocate on their behalf.
- Knowledge of the nonprofit housing industry is preferred, but interest in and a willingness to learn will be considered.
- Strong project management skills with the ability to collaborate and to delegate.
- Experience providing entrepreneurial vision and strategic leadership, and translating both into concrete actions that advance the mission.
- Experience in or understanding of change management.

- Experience supporting the Board in its governance role, fostering its ongoing development, engaging its members in strategy and resource development, and keeping it informed.
- An understanding of Human Resources is helpful.
- BS/BA degree required. Master's preferred.

This position is located in Middle Island, NY. Relocation assistance will be considered for highly qualified candidates. Salary is commensurate with experience and includes a benefits package.

## **Application Process**

To apply, e-mail cover letter explaining why you are a great fit with the position's requirements, your resume, and your salary requirements for this position to: [Habitat@raffa.com](mailto:Habitat@raffa.com) (e-mail applications are required). For other inquiries contact Ginna Goodenow at [ggoodenow@raffa.com](mailto:ggoodenow@raffa.com).

Habitat Suffolk is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, age, religion, sex, sexual orientation, marital status, national origin, or disability. Resume reviews begin immediately.

### ***About Raffa, P.C.***

*On behalf of Habitat for Humanity Suffolk, Raffa, P.C. is working with the Board of Directors and leading the Executive Director search. Founded in 1984, Raffa is, and always has been, a mission-driven professional services firm seeking to do more for nonprofits and socially conscious organizations. We exist to do meaningful work for organizations like Habitat for Humanity Suffolk who are making a difference in our communities and our world.*

*Learn more about Raffa at [www.raffa.com](http://www.raffa.com).*