



Habitat
for Humanity[®]
The Heart of Wyoming, Inc

Executive Director Search

April 2024

Habitat for Humanity, The Heart of Wyoming

The Habitat for Humanity, The Heart of Wyoming, a well-established 501(c)3 nonprofit organization in Casper, Wyoming, provides direct assistance to clients fulfilling their dream of homeownership. Homeownership impacts the well-being of individuals, families, and communities in positive ways:

- Better educational outcomes
- Long-term financial security
- Increased civic engagement
- Generational wealth
- Economic stability

The Executive Director of Habitat for Humanity, The Heart of Wyoming leads committed staff and volunteers working directly with clients to build homes and become homeowners. Through building physical structures and supporting families, Habitat for Humanity, The Heart of Wyoming makes a positive impact on Wyoming communities that will last well beyond our lifetimes.

Vision

Driven by the vision that everyone needs a decent place to live, [Habitat for Humanity, The Heart of Wyoming](#), a nonprofit housing organization, brings people together to build homes, communities, and hope.

People partner with Habitat for Humanity to build a place they can call home. Habitat homeowners help build their own homes alongside volunteers and pay an affordable mortgage. Through financial support, volunteering, or adding a voice to support affordable housing, everyone can help families.

Recent Progress and Priorities for the Future

Habitat for Humanity, The Heart of Wyoming, is well-positioned to continue to realize its vision.

Recent accomplishments and ongoing strengths:

- Recently completed 13 houses in the Harris Crossing Subdivision in Casper.
- Strong fundraising capabilities via two annual events, consistency in year-to-year donors, and community awareness of the mission
- A committed board with expertise in housing, housing policy, finance, and utilities. The Board is well-connected in Casper and around the state.
- A staff that is committed to the mission.
- Weekly and short-term volunteers, many of whom support the organization financially.
- Opportunities for learning and growth via expertise from the Board of Directors and other training in areas where a candidate might need additional learning to be successful.

Priorities for the future:

- Land acquisition
- Continued fundraising

- Continued refinement of the understanding of community needs

Success in the First 90 Days

The Board of Directors expects the Executive Director to become well-acquainted with the staff, volunteers, mission, and operations.

Success in the First Year

At the one-year mark, a successful Executive Director will have acquired property for development and built rapport with staff, volunteers, and supporters to maintain a high-functioning team. The Executive Director will demonstrate a strong understanding of the organization's finances and the closing process.

The Board recognizes the importance of learning and integrating new knowledge throughout an Executive Director's career.

Casper, Wyoming

Nestled in the center of Wyoming at the foot of Casper Mountain, Casper is a beautiful small city with amazing outdoor recreation opportunities, museums, music, theatre, and festivals. Within four hours, you can be in Jackson, Grand Teton National Park, Yellowstone National Park, the Black Hills of South Dakota, Rocky Mountain National Park, or downtown Denver. Learn more about Casper and the surrounding area on the [Visit Casper](#) website.

Casper has daily flights to and from Salt Lake City and Denver.

Position Description

JOB TITLE: Executive Director

STATUS: Regular, Full-Time / Exempt

REPORTS TO: Chair of the Board of Directors

SUPERVISES (DIRECT): Two full-time staff members, one part-time staff member

ADDITIONAL SUPERVISION AND SUPPORT: Finance contractor, dedicated volunteers

COMPENSATION: \$65,000-80,000 annually, depending on experience.

EFFECTIVE DATE: April 8, 2024

SUMMARY

The Executive Director is the leading advocate in the community for Habitat for Humanity, The Heart of Wyoming. The Executive Director is accountable for leading the organization, fundraising, management, and financial management of the organization in accordance with the policies, objectives, and directives of the Board of Directors. The Executive Director promotes the overall vision, health, and growth of Habitat for Humanity, The Heart of Wyoming, and leads the organization in fulfilling its mission. The Executive Director is a nonvoting, ex-officio member of the Board of Directors and reports to the Chair of the Board of Directors.

This position is based in Casper, Wyoming, and requires consistent onsite presence and engagement with the community.

ESSENTIAL FUNCTIONS

Leading the Organization

- Supervise the staff responsible for all organization functions, including construction, volunteer management, program services, mortgage origination and servicing, property selection, community relations, marketing, and administration.
- Lead the development of programmatic, organizational, and financial strategic plans with the Board of Directors and staff.
- Support the Board of Directors in making fundamental decisions and refining organizational policies and procedures.
- Establish and maintain effective working relationships with all governmental and non-governmental agencies necessary for the organization to successfully conduct its programs.
- Ensure that all required official records and documents are maintained in compliance with federal, state, local, and organizational regulations.
- Maintain knowledge of significant developments and trends within Natrona County, Wyoming, and the broader Habitat for Humanity network.
- Evaluate potential properties and execute their purchasing with the support of the staff, the Board of Directors, and the Real Estate Development Committee.

Fundraising and Resource Development

- Responsible for the implementation of an annual resource development plan.
- Responsible for designing and executing the organization's annual fundraising campaigns, including general event planning, collateral design, donor outreach, and donor stewardship at all giving levels.
- Responsible for the submission of all grant applications and associated reporting.
- Leads organizational efforts to pursue in-kind donation opportunities at the local and national levels.

Management

- Maintain an environment that attracts, retains, and motivates a diverse staff of professionals. Develop position descriptions, conduct regular performance evaluations, and implement sound human resources practices.
- Encourage and facilitate professional development opportunities for staff.

Financial Management

- Develop and maintain sound financial practices.
- Prepare an annual budget with the assistance of staff, a contractor, the Finance Committee, and the Board of Directors.
- Manage the organization for mission fulfillment within budgetary guidelines.

LOCATION, WORK HOURS, AND TRAVEL

Typical work hours are 8-5, Monday through Friday, with variations according to organizational needs. Flexible scheduling and occasional remote work are permitted. Some evening and weekend work is required.

Physical and Mental Demands

This position requires the ability to work in an office as well as with staff and volunteers on undeveloped property and construction sites, including:

- Traveling to various parts of the City of Casper and Natrona County on short notice. Casper has limited public transportation options.
- Navigating undeveloped property and construction sites. This may include stairs, ladders, and crossing uneven terrain.
- Occasional exposure to loud noise as well as temperature and weather extremes.
- Management, fundraising, and property development include inherent mental demands such as deadline pressure, prioritizing competing deadlines, working with clients or employees who are facing challenging situations, and being involved in multiple projects. Winter weather occasionally also presents challenges that require changes of plans.

COMPENSATION AND BENEFITS

- \$65,000-80,000 annually, depending on experience.
- SIMPLE IRA with a match of up to 3% of the employee's annual compensation

- 18 days/year Paid Time Off (in year 0-2, increases over the years with the organization)
- 15 paid holidays/year

QUALIFICATIONS

Minimum Qualifications

Three years of experience in a non-profit, ideally in a role requiring engagement with supporters (examples might include executive director, volunteer coordinator, development specialist, fundraising, membership, or other supporter-facing roles).

Preferred Qualifications

Bachelor's degree or higher in a field related to some aspect of the work
Experience as a non-profit employee or executive director

Application Process

Apply at: <https://www.surveymonkey.com/r/ZB8GZ3K>

Required Information: Resume and cover letter, contact information, and references. The form requires that you answer questions about your experience working with nonprofit supporters.

We anticipate the process will include one or more short virtual or phone interviews for highly qualified candidates with on-site finalist interviews followed by reference and background checks for one or more finalists. We anticipate that the position will be open until filled, with interviews on an ongoing. For full consideration, submit your application as soon as possible.

The Job Description is intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. It is not intended to be an exhaustive list of all duties, responsibilities, and skills required. The Board reserves the right to modify, add, or remove duties and to assign other duties, as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.