



Now Hiring **Executive Director**

Reports to: Board of Directors

Position Status: Full-time, Salaried. Full time staff enjoy a flexible 4-day workweek. However, this position will likely require additional hours beyond the standard schedule.

Salary: Starting salary range: \$75K - \$90K annually

Location: Staunton, VA – Hybrid work schedule available, with in-office presence required

To Apply: The application deadline is April 4th, 2025. Target start date is late May-early June. Submit the following to jobs@opriesconsulting.com.

- Résumé
- Cover letter detailing relevant experience and alignment with SAW Habitat's mission
- Three references (We will not contact references until later in the hiring process.)

ABOUT STAUNTON-AUGUSTA-WAYNESBORO HABITAT FOR HUMANITY

Stanton-Augusta-Waynesboro Habitat for Humanity (SAW Habitat) is the local affiliate of Habitat for Humanity International. Our mission is to build and restore homes, lives, and communities through faith. SAW Habitat includes nine employees working at or above 30 hours per week, along with approximately four additional part-time ReStore staff. The organization is also supported by dozens of dedicated volunteers who contribute to its mission. Revenue in FY22 was \$1,995,446 and \$1,412,861 for FY23.

We are committed to fostering community strength and resilience through the power of homeownership. Our programs create opportunities for affordable housing that promote financial stability, community development, and generational growth. The organization operates a ReStore in Staunton, providing affordable home improvement items to the community while generating revenue to support its mission. We partner with families who have lived, worked, and paid taxes in our region for years, providing them with financial education, sweat equity opportunities, and an affordable path to homeownership.

POSITION SUMMARY & ESSENTIAL FUNCTIONS

The Executive Director provides essential leadership in advancing the organization's strategic direction, workplace culture, and stakeholder relationships. This position is responsible for overseeing the organization's mission, vision, and strategic plan while managing daily operations, staff development, financial oversight, and external partnerships. The Executive Director will be a visible community leader and advocate for affordable housing in Staunton, Waynesboro, and Augusta County.

Key Responsibilities:

- The Executive Director reports to the President of the Board and Executive Committee, ensuring strategic alignment and operational efficiency.
- Responsibilities may be delegated to staff and/or volunteers, but ultimate accountability remains with the Executive Director.
- Sufficient construction management knowledge and ability to direct multiple building projects.
- Adaptability is key, as personnel may be required to perform duties beyond their standard responsibilities as needed.
- Lead the strategic planning and execution of SAW Habitat's mission and long-term goals.
- Build and sustain partnerships with government agencies, community organizations, and financial institutions.
- Oversee staff, ensuring a collaborative and inclusive workplace culture.
- Develop and implement a comprehensive fundraising strategy, including grants, donor cultivation, and sponsorships.
- Ensure financial stability through sound budgeting and fiscal management.
- Serve as the primary spokesperson, advocating for affordable housing and engaging with local stakeholders.
- Ensure compliance with Habitat for Humanity International standards.
- Oversee program implementation, including family selection, and homeowner education.
- Some evening and weekend commitments required, ability to travel required.

QUALIFICATIONS: EDUCATION, WORK EXPERIENCE, SKILLS, AND LIVED EXPERIENCE

The successful candidate will have a strong commitment to SAW Habitat's mission, integrity, open communication, and empathy. The Board understands that candidates may not meet every qualification listed and strongly encourages individuals to apply who are passionate about the mission. Candidates should address areas for development in their cover letter.

Desired Qualifications:

- Bachelor's degree or equivalent experience in nonprofit management, social services, fundraising, community development, or a related field.
 - Leadership experience in nonprofit management, fundraising, community development, or fiscal management.
 - Proven ability to develop and manage budgets and financial reports.
 - Strong interpersonal and communication skills, including public speaking and media relations.
 - Experience in developing and executing fundraising strategies, including grant writing and donor cultivation.
 - Ability to build relationships with a variety of stakeholders, including government agencies, funders, volunteers, and community partners.
 - Experience leading strategic planning and implementing long-term organizational goals.
 - A management style that fosters collaboration, inspires staff, and promotes a positive work culture.
 - Physical ability to lift up to 25 pounds.
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TOTAL BENEFITS PACKAGE

Paid Time Off (PTO) & Benefits Review

- The Board hopes to partner with the new Executive Director to assess current PTO policies and explore the feasibility of adding medical health insurance coverage while considering the overall sustainability of the organization.

Retirement Plan

- Employees may participate in the Simple IRA plan after one year of employment.
- SAW Habitat matches employee IRA contributions up to 3% of gross income.

Additional Benefits

- Paid workers' compensation for work-related injuries or illnesses.
 - Opportunities for professional development and training.
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Staunton-Augusta-Waynesboro Habitat for Humanity is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

O-Pries Consulting (www.opriesconsulting.com) is conducting the SAW Habitat's search for this position. O-Pries Consulting offers personalized consulting services to help mission-driven organizations thrive by focusing on people operations, organizational development, and strategic frameworks. Led by Lindsey O-Pries, the firm is dedicated to building collaborative, values-centered solutions tailored to each client's unique needs, whether navigating challenges or scaling for growth.