



## **Executive Director**

Honolulu Habitat for Humanity is seeking an effective leader who is passionate about our mission: to put God's love into action, and bring people together to build homes, community and hope.

The Executive Director provides overall operational leadership in achieving the organization's mission and directing the day-to-day activities of Honolulu Habitat for Humanity. The Executive Director works with the Board of Directors to develop strategic plans, annual goals and objectives, and directs the organization's staff and operational components toward achieving these goals. Responsibilities include fundraising, community relations and awareness-raising, financial management, strategic planning, staff supervision and leadership, and serving as a liaison with both the Board of Directors and community partners.

The position reports directly to the Honolulu Habitat for Humanity Board of Directors and is classified as an exempt, salaried position. Occasional evening and weekend work may be required.

### **Minimum Qualifications**

- Bachelor's degree in business or related field
- 5 years of previous management experience
- Working knowledge of site and permit process
- Experience with non-profit fund development including grant writing/grant administration, fundraising campaigns, and relationship management with major corporate and individual donors.
- Valid driver's license, reliable transportation, and willingness to travel

### **Preferred Qualifications**

- Non-profit management experience
- Fundraising experience
- Experience working in real estate development, construction project management, or related field.

### **Salary and Benefits**

- Salary range: \$90,000-\$115,000 annually / Full-time
- Honolulu Habitat for Humanity offers a competitive total compensation package including a 401(k), medical, dental, drug and vision insurance, disability coverage and PTO.

**To apply please email cover letter and resume to [info@honoluluhabitat.org](mailto:info@honoluluhabitat.org)**