

2020





Although all reasonable steps have been taken to ensure that this report is neither inaccurate nor misleading, its accuracy cannot be guaranteed and accordingly all liability for reliance on the contents of this Position Profile (or any part) is hereby excluded.

Neither the whole nor any part of the Position Profile may be communicated to any third party or published without our prior written consent.

Please keep the contents of this document in strictest confidence.



Position Specifications

Role Specifics

Position	Chief Executive Officer (CEO)
Company	Habitat for Humanity Detroit (HFHD)
Location	Detroit, Michigan
Reporting Relationship	Board of Directors
Website	https://habitatdetroit.org/

HABITAT FOR HUMANITY DETROIT

Habitat for Humanity Detroit’s vision is a world where everyone has a decent place to live. Our mission is to put God’s love into action by bringing people together to build homes, communities and hope. As a non-profit, ecumenical Christian ministry that builds with people in need regardless of race or religion, we welcome volunteers and supporters from all backgrounds. Since 1976, Habitat for Humanity International has helped more than 1 million families — representing 5 million people — improve their living conditions. Habitat for Humanity Detroit was founded in 1986 and has served nearly 400 families in Detroit moving them from substandard and poverty living conditions to more stable home environments.

Habitat for Humanity, as a brand, is currently valued at over \$1.8B USD and was named the “Brand of the Year” in 2016 in the Harris Poll EquiTrends Equity Score. Collectively, its federation of local affiliates is consistently the largest single-family home builder in the United States. HFHD’s geography consists of a large portion of Eastern Wayne County including the communities of Detroit, Dearborn, Hamtramck, Lincoln Park and several smaller “down river” communities generally bounded by 8 Mile Road to the north and Telegraph Road to the West. Within this area of over 800,000 residents, the opportunity exists to produce a significant number of new affordable homes in the next 10 to 15 years, as well as help lower income families who own their own homes and need help with critical repairs such as new roofs, windows, accessibility, etc.

Why We Build

There are nearly 2 billion people around the world who live in slum housing and substandard living conditions with more than 100 million being homeless. Habitat helps by building or renovating simple, decent houses, as well as assisting existing homeowners with critical repair needs, in partnership with those in need.

Families left homeless by natural disasters, war, economic and civil unrest often face dire housing situations as they struggle to rebuild their lives. Habitat for Humanity and its US and global partners provide shelter and housing assistance to help these families recover.



Organizational Values

GratITUDE

Respect

Appreciation

Compassion

Evolution

Position Overview

Habitat for Humanity Detroit (HFHD) is seeking a Chief Executive Officer responsible for overseeing the administration, programs, fundraising, marketing, community outreach and strategic planning of the organization and reporting to the organization's Board of Directors. HFHD is an affiliate of Habitat International and has been operating in the Detroit and surrounding communities in Wayne County for more than 30 years. During that time the organization has built or rehabilitated more than 300 homes and served thousands of lower income households. After surviving strategic and financial setbacks that resulted in a loss of staff and a decline in program activity, the organization is completing a turnaround and is financially repositioned with a clean balance sheet and operating reserves and is poised to rebuild its programs and relationships through the guidance and leadership of the Chief Executive Officer and Board of Directors.

The Chief Executive Officer will serve as HFHD's primary spokesperson to the organization's constituents, the media and the general public while strengthening and developing new partnerships throughout the city and state to enhance its mission. This individual will report to the board of directors and initially create and eventually oversee organizational marketing, communication and fundraising efforts. The successful candidate will have experience interacting with a board of directors on various issues including policy decisions, fundraising opportunities, brand marketing and the development of new organizational partnerships. A successful candidate will also have practical experience running a small organization cost effectively, a practical working knowledge of real estate and construction matters, experience fundraising and coordinating volunteers in a non-profit context and will be able to perform many roles personally during the rebuilding of the organization's operational capacity.

Key Responsibilities

The Chief Executive Officer of Habitat for Humanity Detroit will collaborate with internal staff, the board of directors and the local community to initiative positive change for the future of Detroit and its inhabitants. The Chief Executive Officer will serve as the face of the organization and work alongside the board of directors and other key stakeholders in the creation and subsequent execution of the organization's strategic direction.

GENERAL RESPONSIBILITIES:



- **Financial Performance and Viability**

- Serve as the responsible officer for the fiscal integrity of HFHD – including creation and implementation of board of directors approved annual budgets and monthly financial statements with the assistance of a long-term CFO contract firm;
- Lead the fiscal management of HFHD, including operating within the approved budget, ensuring maximum resource utilization, and regular maintenance of the organization in a positive financial position;
- Lead fundraising initiatives to support the execution of HFHD's mission and strategic plan.

- **Organizational Mission and Strategy**

- In cooperation with the Board of Directors, develop a strategic and tactical plan, with specific fundraising, volunteer and construction targets that reflects the mission of HFHD and integrates the organization into the fabric of non-profit service organizations and community development corporations currently active in many neighborhoods within the service area;
- Implement HFHD's programs in a manner aligned with the organization's mission;
- Enhance HFHD's image through active and visible community, professional, civic and private organization interactions.
- Work in support of the Habitat for Humanity International (HfH-I) Strategic Plan and within the conditions of the HfH-I affiliation and branding agreements while working to maintain and improve this critical relationship.

- **Operational Management**

- Ensure effective administration of HFHD operations;
- Serve as the responsible officer for the hiring and retention of competent, qualified staff as well as terminations and exit interviews for unsuccessful staff;
- Serve as the responsible executive officer for all notes, agreements, and other instruments made and entered into and on behalf of HFHD;
- Coordinate a strong existing base of volunteers and create meaningful experiences for them;
- Develop new corporate and public relationships for both volunteer activities and fundraising opportunities with local businesses;
- Restart and manage the Habitat Family Selection Process to identify, counsel and prepare Partner Families for eventual home ownership;
- Make determinations on how to address families where HFHD holds the long-term mortgage note when payment issues arise, in cooperation with HFHD's NMLS certified loan servicer.

- **Board Governance**

- Communicate effectively with the board of directors and provide, in a timely and accurate manner, all information necessary for the board to function properly and to make informed decisions;
- In collaboration with the Board of Directors, work to organize and facilitate effective board committees, subcommittees and working groups to best use the substantial talent and experience on the board to further the mission;



- In collaboration with the Board of Directors, work to attract new Board and Advisory members to the organization;
- In collaboration with the Board of Directors, ensure that the organization and its Board reflect the entirety of the people the organization is serving through efforts to continue to remain racially, ethnically and gender diverse.

- **Stewardship**

- Further an internal culture built on trust, respect and strategic thinking;
- Display high-level integrity and transparency in the workplace;
- Clearly convey HFHD's strategic vision to staff, the board of directors, volunteers, donors and other key stakeholders;
- Provide excellent communication and team building skills.

Professional Experience/Qualifications

The Chief Executive Officer must be a passionate advocate for HFHD's mission as well as being capable of directly working in the field on a day to day basis in an entrepreneurial environment with limited organizational structure, overhead and staff. The organization seeks a highly credible, proven, proactive, dynamic, and dedicated leader to provide innovative leadership to its affiliate.

Other desired qualifications and leadership characteristics include:

- Seven plus (7+) in executive or senior level non-profit management;
- Five plus (5+) years of experience in two (2) or more areas of community development (housing, community organizing, community planning, housing counselling, housing financing and construction);
- Demonstrated success building partnerships and collaboratives of public, corporate, foundation and community-based organizations that further HFHD's missions and builds communities;
- Experience working with racially, economically and culturally diverse populations;
- Working knowledge of relevant government programs and resources;
- Demonstrated track record of small donor, corporate, and foundation fundraising in a public charity organization;
- Demonstrated ability to manage and grow small organizations organically;
- Demonstrated ability to bring creativity and disruptive thinking to the organization;
- Experience with a Habitat Affiliate potentially helpful but not required.

Education

Bachelor's degree in a relevant field; Master's in related field preferred.

Compensation

A competitive compensation package will be offered to the finalist candidate.



Habitat For Humanity Detroit is an affirmative action, equal opportunity employer. Habitat For Humanity Detroit is committed to achieving excellence through a diverse workforce and inclusive culture that encourages all people to reach their full potential. Habitat For Humanity Detroit actively encourages applications and/or nominations of women, persons of color, veterans, and persons with disabilities.

KORN FERRY CONTACTS

<p>Jodi Weiss Practice Leader, Nonprofit & Higher Education Practice T – 202.955.5943 Jodi.Weiss@kornferry.com</p>	<p>Jordan Williams Managing Associate, Nonprofit & Higher Education Practice T – 630.220.7182 Jordan.Williams@kornferry.com</p>
<p>Jason Mannino Senior Recruiter, Nonprofit & Higher Education Practice T – 323.309.7494 jason.mannino@kornferry.com</p>	

© Copyright 2020, Korn Ferry

ALL RIGHTS RESERVED. Do not modify or create derivative works from contents. Statement of Confidentiality: This proposal and supporting materials contain trade secrets and proprietary business information of Korn Ferry. This information may be photocopied by Habitat for Humanity Detroit for use in evaluating the project, but is not to be shared with other organizations, consultants, or vendors without the express written permission of Korn Ferry.