

Job Title: Director of Operations

STATUS: Full-time exempt position

QUALIFICATIONS: 5 years' experience in non-profit operations. Bachelor's degree preferred. Habitat for Humanity experience preferred.

REPORT TO: Executive Director

WORK LOCATION: Hybrid with office days at the Clearwater office. May consider fully remote.

Organizational Description:

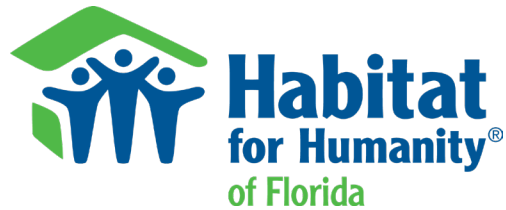
Seeking to put God's love into action, Habitat for Humanity brings people together to build homes, communities, and hope. Our Vision is a world where everyone has a decent place to live. Habitat for Humanity of Florida (HFHF) is a non-profit affiliate support organization (ASO) located in Clearwater, Florida. Our purpose is to support the work of the Florida affiliates to operate with excellence, expand our community impact, and increase families served. Our office coordinates Statewide Advocacy, Building ASO and Affiliate Capacity, Communication and Education and Disaster Planning and Response.

Objective:

The Director of Operations (DOO) oversees daily ASO operations, ensuring efficiency and team support. The ideal candidate is a self-motivated problem solver skilled in financial and operational management. They must think strategically, possess integrity, and excel in relationship building. This position reports to the Executive Director.

Desired Experience & Abilities

- Strong financial management skills and experience, and proven abilities in budgeting and financial reporting. Experience in Quick books online highly desired.
- Administrative excellence and attention to detailed processes and procedures.
- Excellent planning and organizational skills, including the ability to anticipate tasks, set priorities, and meet deadlines.
- Ability to make decisions and/or recommendations in an environment with multiple stakeholders and quickly shifting priorities.
- Strong collaborative skills: the ability to work as a leader and as part of a team.
- Willingness to support the mission and principles of Habitat for Humanity.
- Ability to work a flexible schedule to accommodate the ever-changing needs during disaster response.
- Highly adaptable and visionary in technology – experience with a donor CRM is desired. Excellent excel skills a must.
- High ethical standards, good judgment, diplomacy, and tact.



KEY RESPONSIBILITIES

Financial Management:

- Develop and oversee the annual budget
- Maintain and consistently improve monthly financial management processes ensuring sound fiscal management
- Oversee and ensure timely and clean annual audit process
- Oversee and ensure timely completion of 990
- Select and oversee accounting contractors as required
- Ensure grant financial compliance
- Create comprehensive and timely monthly financial reports
- Serve as ex-officio representative on Finance committee
- Oversee and ensure effective banking processes
- Serve as a clearinghouse for affiliate fund development opportunities
- Responsible for grant budget compliance

Human Resources:

- Develop and oversee all Human resources processes for the ASO
- Ensure Employee Handbook and related policies are current and compliant with applicable state and federal regulations.
- Select and manage payroll contractor
- Select and manage onboarding processes
- Select and manage employee benefits
- Create a supportive and collaborative work culture that supports and promotes our organizational values

Information Technology:

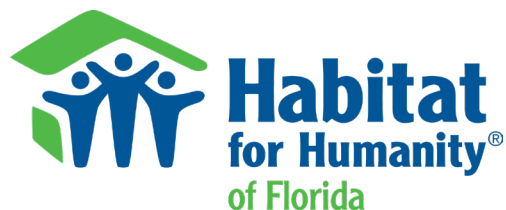
- Assess, implement and improve information technology processes to support effective internal and external communication and effective information sharing.
- Select and manage IT contractor(s) as needed
- Develop an effective information management plan and corresponding systems

Special Programs

- Assess, plan, develop and implement special programs and research projects as necessary
- Oversee statewide AmeriCorps program
- Oversee statewide Disaster Resilience programming

Leadership:

- Provide oversight and leadership in the absence of the Executive Director
- Assist the ED to support effective Board and committee management



- Collaborate with fellow Habitat ASO's (Affiliate Support Offices) to develop and maintain affiliate support programs
- Professionally represent the ASO in state or national conferences

WORKING CONDITION

The work environment will vary, from a general office environment to a disaster response environment. Work will be generally active in nature, requiring standing/walking up to 50% of the time. The ability to lift 20-30lbs is helpful.

ORGANIZATIONAL VALUES

Service:

- Willingness and ability to help and support affiliates by providing timely and courteous service to meet their needs
- Deliver exceptional service to other staff, Habitat International, donors, and the public.
- Take the mission personally, acting with a sense of urgency

Teamwork:

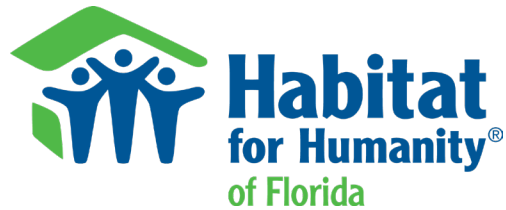
- Willingness and demonstrated skill in working collaboratively to accomplish goals and objectives while building and maintaining constructive partnerships.
- Work collaboratively, sharing best practices, ideas and strategies in serving the mission
- Maintain relationships through mutual respect and truthful dialogue

Stewardship:

- Demonstrating careful and intentional use of all Habitat resources, including time, money, information, relationships and material in a way that exhibits accountability for individual outcomes as well as outcomes of the whole organization
- Demonstrate the highest standards of moral and ethical conduct
- Manage performance by measuring and recognizing results

Continuous improvement:

- Demonstrate the ability to maintain effectiveness in a changing environment, constantly seeking to improve programs, processes, and services to accomplish the mission.
- Encourage and support innovation
- Apply lessons learned while taking appropriate risks
- Demonstrate commitment to excellence
- Demonstrate candor, insight, and creativity, and thrive in an environment of change.



Respect for others:

- Demonstrate respect for the inherent dignity of others; recognizing the strength that comes through partnering with individuals who have perspectives and experiences different from our own.
- Lead by example; accept personal responsibility regardless of position.
- Value people of varied backgrounds, cultures, races, and genders.

Compensation and Benefits:

This position offers the unique opportunity to join an innovative organization with the vision to make a difference in affordable housing in Florida.

- A competitive compensation package (\$65 - \$75 K per annum)
- Very generous paid time-off
- 401K Plan after 90 day initial employment period
- Office/Home Hybrid position
- Fringe health care benefit
- Discounted vision, health, and life benefits

HFHF is an equal opportunity employer and seeks to employ and assign the best-qualified personnel for all positions in a manner that does not unlawfully discriminate against any person because of race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve national guard status, or any other status or characteristic protected by law.

[Apply Here](#)