



Director of Operations

Macomb County Habitat for Humanity

Overview

Macomb County Habitat for Humanity seeks a Director of Operations for its complex organization. The candidate must have multiple skills and be committed to serving our mission of providing homes, communities, and hope, to those in need.

Responsibilities

- Work alongside the CEO and leadership team to accomplish our mission
- Oversee retail and construction operations of the affiliate
- Oversee finances, cash flow and P&L performance
- Implement improved operational systems throughout the organization that will make us more efficient in our day-to-day operations
- Set annual goals both individually and organizationally that align with the mission, develop project plans to achieve set goals and monitor the organization's performance through effective reporting
- Manage paperwork and relationship building with government entities
- Manage personnel and providing positive support to staff
- Continue to refine our business model using data to gauge impact and monitoring performance
- Learn all intricacies of the Habitat model and willing to become ABA certified to help assist our partner families
- Oversee all financial strategy, management and compliance. Keep CEO and leadership team informed with ready access to necessary reports, data and performance metrics
- Design operating budget annually and manage expenses
- Be willing to work with and serve a diverse population of partner families and other low-income individuals regardless of their race, religion, orientation, gender, age, criminal background, or any other status that may set them apart from others.

Experience

- Bachelor's Degree – emphasis in Business, Finance or Construction Management preferred
- Minimum 2-3 years of general management
- Minimum 2-3 years of retail experience
- A high level of financial acuity and attention to detail
- An understanding of general home construction and repair

- Excellent organizational and communication skills
- Is proactive, team-oriented, and able to make decisions in the face of uncertainty
- Builders License preferred
- Preferred knowledge of Point of Sale software

The “perfect” candidate must be a professional with an impeccable character who can handle flexible assignments and some degree of stress. Ideally, the candidate will possess a business or construction management degree and must be a very quick learner with an extremely open and creative mind.

Benefits

The position offers a robust benefit package and excellent vacation and sick time. The salary range for this position is negotiable within the salary band. The candidate will report directly to the President and CEO.

Location

This position is located in Clinton Township inside of our administrative offices. Some local travel would be required between our offices and retail stores as well.

Application

Please send your resume and cover letter to Helen Hicks, President and CEO, via email at hhicks@macombhabitat.org expressing your interest by April 6, 2018.

In your cover letter, please include answers to the following questions:

- Why are you uniquely qualified for this position?
- What expressly do you know about retail and construction?
- How do you feel about serving low-income families/individuals and why?