

Square Foot Ministry
Executive Director – Full Time
Our Mission: To Interrupt the Cycle of Poverty by Building Affordable, Owner-Occupied Homes

The **Executive Director** is responsible and accountable to the Board of Directors for the effective and efficient financial, operational, and administrative management of Square Foot Ministry (SFM), a faith-based construction ministry. In accordance with the objectives, policies, and directives set forth by the Board of Directors, the Executive Director provides overall executive leadership for the organization. The Executive Director accepts the covenant, mission, and vision of SFM and is a leading advocate for the organization and affordable housing across the service area.

Time and Travel: This is a full-time exempt, salaried position located in or near Fayette County GA. At times, this position will require evening (limited) and weekend hours. Travel is expected within the organization's service area of Fayette, Coweta, Spalding and South Fulton counties in the state of Georgia. Additional travel may be required within the US southeast for special projects as approved by the board.

Responsibilities:

Community Relationships:

- Represent SFM in the community and be an advocate for affordable housing and the SFM mission. Serve as the primary spokesperson for the organization.
- Develop and maintain appropriate relationships with local coalitions, media, supporters and donors including individuals, corporate, religious, governmental agencies, and other organizations whose missions align with SFM's work.
- Provide leadership and assistance to staff and board members in fundraising efforts, including cultivation of major religious, corporate, civic, private foundations, and individual donors.

General Administration:

- Act as the Chief Administrator responsible for managing all aspects of the organization's operations. This includes but is not limited to construction, volunteer engagement, fundraising, public relations, family selection and mortgage regulations.

Implement board approved policies and procedures. Assist the board in the proper review and revisions of required and best practice policies for non-profit organizations.

- Attract, hire, develop, and retain high performing and engaged staff and volunteers. Create a culture of inclusion among team members. Provide direction to staff in the performance of their duties, including determining staff job descriptions. Ensure annual performance reviews for all employees. Manage employees per personnel policies.

- Ensure the organization remains in good standing with all donation requirements and adheres to all local, state, and federal laws and regulations.

Financial Management:

- Must know and understand the complete financial health of the organization. Responsible for the adherence and maintenance of sound financial practices that are developed with the board.
- Ensure that adequate funds are available to permit the organization to carry out its mission through fundraising, grant applications, donor development and other sources.
- Works closely with the staff, finance committee, and board of directors to prepare the annual organizational budget; ensure the organization operates within the budget guidelines. Provide the board with the budget to actual expenses throughout the year, as well as other required financial statements including an annual financial audit.
- Work closely with the board treasurer to provide financial training to all new board members, ensuring each board members understands the fiscal responsibility of being on the board.
- Responsible to understand Georgia mortgage laws and regulations. Ensuring the organization meets all requirements for residential real estate and mortgage lending.

Support Board of Directors:

- Clearly communicate to the Board of Directors the activities, successes, and challenges of the organization. Keep the board informed of changes in affordable housing.
- Assist the board in making fundamental decisions, setting policies, preparing strategic plans including long and short-term goals for developing the organization's programs and services.
- Actively participate in board meetings. Assist the Board President in the creation of board agendas and supporting documents.
- Work with the board to recruit, nominate, and train new board members.
- Work with the board to establish which decisions should require board involvement and which decisions can be made by staff and committees.

Preferred:

Direct experience with non-profit leadership, particularly in affordable housing.

- Demonstrated experience working with a Board of Directors.
- Proven success with non-profit fund development. This includes grant writing/grant administration, successfully leading a fundraising campaign, and relationship management with major corporate and individual donors.
- Understanding of mortgage regulations and real estate documents.
- Understanding of basic construction techniques, construction budgeting, scheduling and planning.

For information, or to submit a resume contact Jeff Williams: jeffwilliams@squarefootministry.org