



Kittitas County  
**Habitat**  
for Humanity®

Ellensburg, Washington

**EXECUTIVE DIRECTOR**

**\$55,000 - \$60,000**

*Plus Excellent Benefits*

*Apply by*

**May 5, 2019**

*(First Review, Open Until Filled)*

**PROTHMAN**



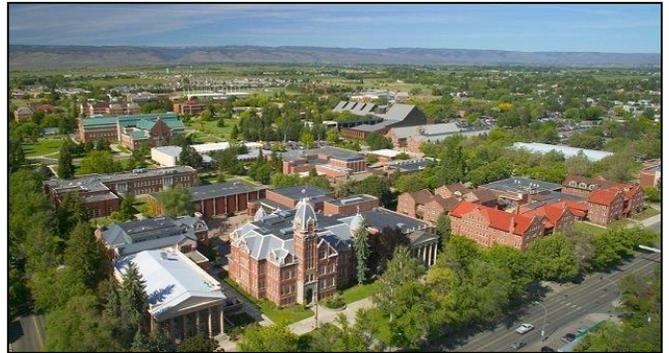
**WHY APPLY**



Headquartered in central Washington along Interstate 90 in Ellensburg, Washington, Kittitas County Habitat for Humanity is a small non-profit organization that builds homes for hard-working people in

need of decent and affordable housing throughout all of Kittitas County. Surrounding wineries, skiing, camping and miles of trails provide an unlimited mix of recreational and health centered activities. Just 2 hours to the east, Seattle and its neighboring cities provide access to big cities for the ideal metropolitan weekend getaway.

This is a great opportunity for a talented non-profit professional to utilize their skills, knowledge base, and creative innovation for future personal growth, and to make a difference in a historic and close-knit community. If you are looking for a challenging and rewarding career opportunity and love the great outdoors, this is the right position for you.



Ellensburg, the largest city and county seat of Kittitas County is home to over 18,000 residents including 11,000 students who attend Central Washington University; home of the Wildcats. Ellensburg is well known for its friendly residents and rural lifestyle, along with summer music festivals, seasonal Farmer’s Markets and the yearly Ellensburg Fair and Rodeo. The area is also graced with miles of trails for biking, hiking, wildlife viewing, and horseback riding. The Yakima River hugs the southwestern border of Ellensburg and provides riverfront views from parks and golfing at the Ellensburg Golf and Country Club as well as fly fishing and guided fishing trips. With over 200 days of sunshine each year, Ellensburg allows for an abundance of activities regardless of the temperature.

Following the Yakima River roughly 30 minutes to the West, the smaller cities of Cle Elum and Easton have a closer proximity to the Wenatchee National Forest, offering a colder climate than the central Kittitas/Ellensburg area. This allows for residents and visitors alike to enjoy more year-round recreational activities including numerous golf courses, lake and river sport fishing and boating, cross country skiing, snowboarding, snow shoeing, snowmobiling, hiking, climbing, backpacking, and camping.

Other local attractions including the Suncadia Resort, the Basalt Columns, Palisades to Palouse State Park, and Swiftwater Cellars Winery bring in thousands of tourists each year. Tourism continues to boost the economy year-round where residents and visitors can also enjoy unique antique and specialty shopping, and many exceptional restaurants throughout the whole County. Continuing west on Interstate-90 just an hour from Ellensburg, the Summit at Snoqualmie Pass provides more winter activities for avid alpine skiing and snowboarding, Nordic skiing, and winter tubing from four base areas and 21 chairlifts.



**THE COMMUNITY**

Situated in central Washington between the foothills of the stunning Cascade Mountains and the mighty Columbia River, Kittitas County is home to roughly 41,000 residents who enjoy limitless activity and recreation opportunities year-round. Kittitas County is made up of several cities and communities including Ellensburg, Easton, Kittitas, Ronald, Roslyn, Snoqualmie Pass, Cle Elum, South Cle Elum, Thorp, Vantage, Liberty, Suncadia, Teanaway, and Thrall.

## THE ORGANIZATION

Founded in 1993 as a grass-roots movement in Ellensburg, Washington, Kittitas County Habitat for Humanity (KCHFH) is part of a global, non-profit housing organization that “seeks to put God’s love into action by building homes, communities, and hope.” Since 1993, KCHFH has completed 17 new construction homes, three Critical Home Repair projects, and five A-Brush-With-Kindness projects. In 2009, KCHFH expanded its service area to all of Kittitas County and has grown from building less than one house per year on average to completing two-plus homes per year.

KCHFH is a small organization that operates with two departments, the Habitat Store and the Construction Office, on a 2019 budget of \$840,000. The Habitat Store has 4 FTE’s and 3 PTE’s who accept donations of new and gently used building materials, furniture, appliances, and household goods and sell these items at a fraction of the retail price.

The Construction Office consists of 2 full time positions including the Executive Director and Program Coordinator and 2 part time positions including the Construction Coordinator and Book Keeper. The Construction Office ensures homes are built to be simple, decent, and affordable by overseeing all new construction, home repair, and preservation.

## THE POSITION

Under the direction of the Board of Directors, the Executive Director is responsible for the effective and efficient financial, operational, and administrative management of Kittitas County Habitat for Humanity. The Executive Director provides overall leadership for KCHFH in accordance with the policies, objectives, and directions of the Board of Directors to promote its overall mission, vision, directions, health, and growth.

The Executive Director will lead and manage fundraising, ensure the quality and effectiveness of programs, exercise responsible stewardship, engage the Board in planning, lead implementation, build external relationships, serve as an advocate for KCHFH, and follow the highest ethical standards, ensuring accountability and compliance with legal and regulatory requirements.



### Other Responsibilities Include:

- Develop an annual fund development plan and ensure effective board involvement in fundraising through focused attention on fundraising strategy and policy.
- Provide leadership for solicitation of major gifts. Identify and meet with major corporate and individual donors.
- Cultivate in-kind materials and land donations with businesses and city government officials.
- Research grant applications and submit in support of fundraising efforts.
- Promote a culture that reflects the affiliate’s values, encourages good performance and rewards productivity.
- Ensure that employees have the work environment, supplies and equipment needed to do their jobs efficiently.
- Offer salaries and benefit packages that will attract and retain qualified staff members and support the growth and development of existing staff members.
- Listen to the community, clients or program participants, public officials and grant-makers to better understand what the affiliate is expected to accomplish.
- Develop a logic model or theory of change that explains what the organization is trying to accomplish, describe why and how and propose ways to measure effectiveness.
- Allocate enough financial, human and technology resources to collect information about the people being served, track changes and impact over time and measure success.
- Help the Board of Directors frame periodic discussions about program effectiveness, particularly when programs are added or discontinued or when more resources are needed to improve quality or expand.

- Understand and be able to explain the affiliate’s budget and interpret financial statements to board members, funders and other stakeholders.
- Monitor affiliate’s cash flow, protect the affiliate’s assets against fraud and abuse, and monitor the appropriate use of resources.
- Develop strategic plan and board participation for final approval.

**OPPORTUNITIES & CHALLENGES**

**Water Street Build:** The Water Street Build represents the most ambitious project that the Kittitas County Habitat for Humanity community that is being pursued. The project consists of 18 building lots that are master planned for the construction of at least 3 Habitat Houses each year for the next 6 years. The project is currently in the design stage with an immense amount of coordination of funding & infrastructure with local regulatory agencies such as the City of Ellensburg Affordable Housing Committee. The Executive Director will be responsible for the leadership and direction to ensure that this building opportunity is secured for future construction.

**Staff Recruitment & Development:** As with any organization, business, or operation, turnover is inevitable with the different seasons of life. KCHFH is not excluded from this fate. Some great and passionate people within the organization are near the transition to the next chapter in their lives but are committed to ensuring the serving legacy of KCHFH remains strong. The new Executive Director will need to be able to assess the operational needs of the organization as necessary and implement means of staff recruitment and development to ensure the continuity of daily and long-term strategic operations.

**Unifying & Inspiring the Staff and Board of Habitat for Humanity:** The introduction of a new Executive Director for Habitat for Humanity comes at a critical time of long-term strategic direction, daily operations, and major upcoming projects. The expectation of the new Executive Director is to be able immediately evaluate, strategize and implement methods to passionately bond and unify all operating members of Habitat for Humanity to the organization’s common core theme and goals. Mentorship, fellowship, and leadership are critical skills for the successful incorporation of the new Executive Director.

**Habitat for Humanity ReStore Expansion or Relocation:** The Habitat for Humanity ReStore is vital part of the revenue stream of Habitat while maintaining a prominent presence within the local community as a reflection of the giving and passionate nature of the residents of Kittitas County. The immense growth the store has received in recent years has resulted in a surplus of donations in KCHFH’s current facilities that have resulted in the addition of heavy-duty awnings to protect various donations outside the building envelope. One critical role of the Executive Director will be to assess the current operating conditions of the store and identify, develop, and execute a long-term strategy for the possible expansion or relocation of the Habitat Store to continue to serve the ever-expanding community and population of Kittitas County.

**Fundraising:** At Habitat for Humanity’s Core is a non-profit organization rooted in its desire to serve its community by providing affordable housing opportunities to the hardworking citizens of Kittitas County. KCHFH’s resources to share, plan, and build on this goal is primarily funded by the giving nature of the local community and surrounding areas. There is currently an immense need to seek, identify, and procure additional funding resources in order to execute the long-term needs of Habitat for Humanity as the organization strives to serve the community. The new Executive Director will need to be a champion in the organizational pursuit of fundraising opportunities both near and abroad in order to fund various upcoming projects.



**IDEAL CANDIDATE**

**Education & Experience:**

A bachelor’s degree in public relations, business, marketing, social work, nonprofit administration, or related field or equivalent work experience, and at least five years of paid experience working in a nonprofit or similar organization is required. This position may require some evening and weekend work.

**Necessary Knowledge, Skills & Abilities:**

- Possess a passion for Habitat for Humanity and/or building and supporting local community.
- Knowledge of fundraising principles and processes and the ability to develop working relationships with potential funding sources.
- Ability to create a long-term vision and provide leadership.
- Ability to communicate KCHF’s program and mission clearly and persuasively in a variety of settings and to a variety of constituencies.
- Demonstrated leadership abilities and strong organizational skills.
- Ability to establish, foster and maintain effective working relationships with the board of directors, staff, volunteers, the public, local city and county government, and community service agencies.
- Effective verbal, interpersonal and written communication skills.
- Ability to synthesize complex and/or diverse information.
- Knowledge of mortgage procedures.
- Understand nonprofit lobbying activities.
- Ability to identify and resolve problems in a timely manner, gather and analyze information skillfully, and effectively lead by displaying sound and accurate judgment.

- Basic knowledge of the house construction process, safety procedures, and the use of equipment and materials.
- Have diplomacy, tact and political skills, and the ability to follow through on commitments.
- Ability to serve as primary spokesperson for the organization with concise and compelling “elevator speech” that explains the affiliate and its work.

Candidates may possess any combination of relevant education and experience that demonstrates their ability to perform the essential duties and responsibilities. The ideal candidate will be committed to excellent customer service.

**COMPENSATION & BENEFITS**

- **\$55,000 - \$60,000 DOQ**
- Health Insurance
- 10 Paid Holidays, plus 1 Floating Holiday
- Paid Vacation, Sick Leave, Dependent Care, and Bereavement Leave
- Personal Day
- Workers’ Compensation Insurance
- Business Travel Expense Reimbursement
- Jury Duty Pay



**Please visit:**  
**[www.kchabitat.org](http://www.kchabitat.org)**

Kittitas County Habitat for Humanity is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **May 5, 2019** (first review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To apply online, go to **[www.prothman.com](http://www.prothman.com)** and click on "submit your application" and follow the directions provided. Resumes, cover letters and supplemental questions can be uploaded once you have logged in.



**[www.prothman.com](http://www.prothman.com)**

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