



## Operations Officer Job Opening

Employee Type:	Exempt
Industry:	Equal Opportunity Employer (EEO): Not for Profit Charitable Social Services
Job Type:	Legal, Mortgages, Management, Leadership
Education:	4-year B.A. degree plus 5+ years professional management experience
Reporting:	Reports to the Chief Executive Officer (CEO), manages others and processes
Travel:	Local - negligible
Posted Date:	7/20/2010
Contact:	Send cover letter, resume, references, salary requirements to <a href="mailto:HR@wichitahabitat.org">HR@wichitahabitat.org</a>

This Operations Officer role offers interested candidates with an opportunity to join a strong, growing team as a leader in the organization. The leadership role works directly with supervising the Finance and Family Services Departments, provide legal and administration compliance, financial management mortgage management, Human Resources records management, and staff development.

The primary responsibilities include:

- ◆ Assist the CEO in carrying out all WHFH legal matters in a timely manner and manage and supervise the legal and financial aspects of house sales, mortgage management, land acquisition, and compliance with Kansas state law and Federal law for nonprofit management.
- ◆ Ensure adequate internal controls are followed to enable the organization to continue operating in compliance to all board approved policies, and to ensure annual external financial audits are completed.
- ◆ Ensure annual review of vendor construction and infrastructure bids, quarterly audits of applicant files and processes, monthly audits of ReStore, and records retention.
- ◆ Ensure availability of adequate information system technology, support, secured backup processes, and licenses use of software.
- ◆ Assist the CEO in the development of the annual budget, projection of cash requirements, staffing plans and organizational charts.
- ◆ Coordinate all mortgage closings, prepare all mortgage and homebuyer grant closing documents, and represent WHFH as the signing authority for all property transfers.
- ◆ Manage administration of payroll processing, review payroll reports with the CEO, and provide summary entries to the Finance Director for accounting entries.
- ◆ Ensure the administration of annual performance appraisal schedule is followed throughout the organization.
- ◆ Recruit, hire, supervise, and develop the Finance Director and that individual's leadership of the Finance Department; plus the Family Services Director and the leadership of the Family Selection and Family Support departments to ensure the highest legal/ethical standards are followed.
- ◆ Develop, maintain, document and recommend process changes and procedures in accordance with policies set by the board of directors.
- ◆ Fulfill the staff covenant of mutual respect, honesty, and cooperation

## **Wichita Habitat for Humanity, Inc., Operations Officer Job Opening, continued:**

### **Job Requirements:**

- ◆ Bachelor's degree plus 5 years of demonstrated professional management experience.
- ◆ High proficiency in Microsoft Pro applications; Raiser's Edge, social media and web a plus
- ◆ Excellent interpersonal, verbal, and written communication skills plus ability to organize and prioritize work, lead and work with staff, volunteers, and committees
- ◆ Able and willing to work with a diverse population and support the Christian ideals and ethics of the Habitat for Humanity program
- ◆ Able to work independently, as a part of a great staff team, sponsor and collaborate on new ideas
- ◆ Valid driver's license and clean driving record.

**Organizational Information:** WHFH is an equal opportunity employer and lender serving as a Christian housing ministry to end poverty housing by providing simple, decent, and affordable homeownership opportunities to low-income households in Sedgwick County, Kansas.

The organization has been an affiliate of Habitat for Humanity International (HFHI) since October, 1986. WHFH's progress toward the elimination of poverty housing has been:

- ◆ 129 homes built and families equipped with education to be successful homeowners, in partnership with local individuals, families, churches, businesses and other non-profit organizations as fulfillment of the ultimate goal to end substandard and poverty housing in Wichita and Sedgwick County.
- ◆ Over 300 children now have the stability of attending the same school year after year.
- ◆ 76 international families given the keys of affordable homeownership by WHFH sponsoring the construction costs to build HFHI houses worldwide. The WHFH organization accomplishes this by sending a 10% tithe on unrestricted contributions to HFHI and is currently sponsoring homes in Guatemala and Uganda.
- ◆ WHFH has grown in service to the local community by over 340% in five years, is almost finished building WHFH's first neighborhood development project and has launched the next 9-acre neighborhood development project to build an additional 45 houses.

The WHFH staff and board members are expected to relate to each other as a collaborative team working with mutual respect for individual skills, knowledge, and diversity.