**Now Accepting Applications for**

**Executive Director (Part-Time)**

Person County Habitat for Humanity currently has an opening for its Executive Director. The office for PCHFH is in Roxboro which is situated in Person County, which is located near the Virginia border and just a short drive from Raleigh, Durham, and Greensboro.

The Executive Director functions as the Chief Executive Officer of PCHFH. The ED has overall responsibility for the day-to-day management of PCHFH affairs in accordance with the policies and objectives set by the Board of Directors (BOD). The ED is required to work non-traditional hours that would include at least one evening meeting a month and work site activities on the weekends. The ED is responsible for providing monthly written reports to the Board, maintaining a professionally organized office, managing the website, ensuring that PCHFH maintains its good standing status (by providing all required reports to Habitat for Humanity International and State Offices and advising the BOD on action items), managing the entire mortgage origination process with Homeowner Partners, coordinating with various volunteers, and oversee the activities of any contracted labor.

**Requirements**:

* Bachelor’s Degree in a related field ***OR*** related professional experience
* Valid Driver’s License
* Ability to sit at a desk and use a computer for extended periods of time; ability to attend off-site meetings occasionally
* Ability to lift 50 pounds and occasionally help on-site construction labor
* Willingness and ability to train to become certified as a Qualified Loan Originator
* Willingness and ability to train to become certified as a Competent Person (worksite safety)

The ideal candidate will have non-profit experience with Habitat for Humanity experience greatly preferred. Additional beneficial experience will include past management of staff and/or volunteers. The ideal candidate will work towards identifying and securing funding, which would include perusing any grant opportunities.

The anticipated pay rate will be approximately between $20-$25/hour depending on experience and qualifications.

Applications are available upon request via Brooks Lockhart at the City of Roxboro (336.322.6010) and/or can be downloaded from the PCHFH’s website at [www.personcountyhabitat.org](http://www.personcountyhabitat.org).

Please return application, resume, and cover letter:

*Mailing Address*:

PCHFH

PO Box 52

Roxboro, NC 27573

*Email: director@personcountyhabitat.org*

Application Deadline: **October 15, 2021 or until filled  
Person County Habitat for Humanity is an Equal Opportunity Employer**