

Habitat for Humanity of the Charlotte Region
Job Description

Job Title: VP, Business Operations
Reports Directly To: President & CEO

FLSA: Full-time, Exempt

Department: Admin

Date of Description: February 2020

Basic Function: Serving as an integral member of the senior leadership team, the VP, Business Operations is responsible for enhancing the operational aspects of the organization with a particular focus on project management, technological investments and human capital. In addition to the strategic components, the VP, Business Operations is responsible for developing and implementing policies and procedures to reduce risk and enhance efficiencies. VP, Business Operations leads a team of professionals (HR, IT and facilities) with a focus on team effectiveness and professional development.

Essential Functions:

- Actively engage with President and other Senior Staff to set a vision and strategy for the organization
- Manage the Human Resources team to recruit, retain and develop a diverse, effective and dynamic employee base
- Manage IT staff and 3rd party vendors to develop and implement a comprehensive technology plan for the organization including business interruption and disaster recovery plans
- Oversee facilities (3 buildings owned, 6 buildings leased) and fleet management (construction and retail trucks) to ensure appropriate resources are invested and operations work effectively
- Provide project management oversight for cross departmental initiatives to ensure projects are completed on time and within budget – introduce project management processes discipline
- Monitor compliance with laws and other requirements related to grants, HFHI and government regulations – attentive to opportunities to minimize and mitigate risk
- Procure and manage appropriate and comprehensive insurance coverage for the organization
- Provide oversight of the 403(b) plan financial advisor
- Serve as staff liaison to board committees including Personnel Committee, Audit & Risk Committee and Investment Committee

Other Duties: Habitat Charlotte Region-related tasks as requested by Supervisor.

Education/Skills:

- College graduate with relevant strategic and project management experience, MBA preferred
- Demonstrated managerial experience – team development
- Ability to read, analyze and interpret complex documents
- Demonstrated ability to effectively communicate both verbally and in writing
- Ability to assume a leadership role, as well as a team member role, in a professional environment
- Demonstrated ability to problem-solve and make informed decisions that comply with policy and procedure
- Attention to detail – data driven decision making
- Commitment to transparency
- Advanced computer skills to include Microsoft Office proficiency, email applications, and project management tools and an understanding of how technology enables business operations and efficiency

Physical Requirements: Ability to sit at a desk and use a computer for extended periods of time

Internal Interactions: All Staff

External Interactions: Board of Directors, Committee members, Habitat Volunteers, Auditors, Insurance Agents, Habitat Homeowners, Sub-contractors and Suppliers

Level of Authority: Minimal supervision

Estimated Time Commitment: 40-45 hours/week

Employee's Name (print)

Employee's Signature

Date

Supervisor's Signature

Date