



**CHIEF EXECUTIVE OFFICER
POSITION ANNOUNCEMENT
JUNE 2025**

THE OPPORTUNITY

Alachua Habitat for Humanity is seeking its next CEO to lead an organization that partners with low-income individuals and families to provide safe, decent, and affordable home ownership. The successful candidate will have exemplary leadership skills and significant practical experience motivating and leading a team-oriented, mission-driven organization. The CEO will work alongside the Board and leadership team with the goal of empowering staff and volunteers at all levels within the organization to recruit and retain partners, donors, and staff to expand Habitat's mission of providing affordable home ownership.

ALACHUA HABITAT FOR HUMANITY

Founded in 1986, Alachua Habitat for Humanity is an affiliate of Habitat for Humanity International. Although we work in partnership with a global organization, Alachua Habitat for Humanity is an independent organization led by a local board of directors to coordinate all aspects of our work, including fundraising and program oversight. Our service area is Alachua County, which includes the cities of Alachua, Archer, Gainesville, Hawthorne, High Springs, Micanopy, Waldo, and all rural areas within the County limits.

Since 1986, Alachua Habitat for Humanity has helped over 190 Alachua County families achieve the dream of home ownership and this year we plan to help an additional 13 qualified partners achieve their dream. Alachua Habitat for Humanity homes are sold at an affordable price to qualified applicants who meet our program criteria, who have been selected by the Selection Committee and who have been approved by our Board of Directors. Partners repay the cost of the home through low mortgage, zero-interest loans which enables Habitat to build more homes for deserving families. Our applicants must have a need for affordable housing, the ability to pay their mortgage and the willingness to partner with Alachua Habitat for Humanity and complete the program requirements.

POSITION SUMMARY

The CEO serves as the principal organizational leader of Alachua Habitat for Humanity, responsible for advancing the mission of building strength, stability, and self-reliance through affordable housing. Reporting directly to the Board of Directors, the CEO provides strategic vision, operational leadership, and oversight of the affiliate's core functions, including Family Services, Construction, Land Development, Fundraising, Finance, and Administration.



As part of a current organizational transition, the CEO will be tasked with leading a one-time restructuring of the affiliate's staff structure, evaluating existing roles, and defining a leadership team that aligns with the affiliate's strategic goals and operational needs. This will include assessing and recommending appropriate leadership roles (e.g., Vice President, Director, Manager) across all divisions.

Beyond the restructuring, the CEO is responsible for the ongoing growth, development, and leadership of the affiliate, ensuring long-term sustainability, program excellence, and community impact. This includes fostering a strong internal culture, building strategic partnerships, leading fundraising efforts, advocating for affordable housing, and maintaining financial health.

PRIMARY RESPONSIBILITIES

Organizational Leadership

- Responsible for the financial, operational, and administrative performance of the organization.
- Establishes responsibilities and procedures for attaining objectives; revises plans and budgets as needed.
- Directs and coordinates financial programs to fund operations, including oversight of fundraising.
- Ensures strong communication and relationships with staff, volunteers, partner families, and the broader community.
- Represents the affiliate in public settings, including faith-based, civic, and corporate environments.
- Develops resources, research funding sources, and writes or supports proposals to a variety of organizations.
- Manages daily operations and ensures the infrastructure supports mission execution.
- Leads a thoughtful evaluation of existing staff structure and positions during the transition period, with the authority to make staffing recommendations and define roles in consultation with the Board.

Board Relations & Governance

- Serves as a non-voting ex-officio member of the Board.
- Supports all Board committees and helps facilitate effective communication between Board and staff.
- Partners with the Board Chair to prepare meeting agendas and present affiliate updates.
- Recommend annual budgets for Board approval and ensure responsible fiscal management.
- Supports the Board's annual retreat and long-term planning efforts.



Team Oversight & Collaboration

- Oversees all key departments and provides strategic guidance to division leaders across Construction, Fundraising, Land Development, Family Services, Finance, and Administration.
- Has authority to assess and define appropriate leadership structures within each division (e.g., VP, Director, or Manager roles), and to hire or restructure staff accordingly.
- Builds a cohesive leadership team that reflects the affiliate's mission, culture, and future vision.
- Creates a workplace culture that values collaboration, accountability, inclusion, and purpose.

Construction, Site Selection & Project Management

- Collaborates with the Board of Directors, Land Acquisition/Development and construction leadership to coordinate current and future builds.
- Oversee the affiliate's property portfolio and provide guidance on land inventory and acquisition.
- Manages construction budgets, partners, and subcontractors.
- Leads master planning, project timelines, and compliance with permitting and code requirements.
- Supports recruitment and retention of construction volunteers.

Community Relations, Advocacy & Resource Development

- Serves as the public spokesperson and ambassador for Alachua Habitat for Humanity.
- Builds and maintains relationships with community organizations, donors, media, and government officials.
- Oversee marketing, publications, and public relations to raise visibility.
- Advocates for affordable housing at the local, state, and national levels.
- Works with staff to implement HFHI's Advocacy Toolkit and local advocacy strategies.
- Build collaborative relationships with volunteers, sponsors, partner families, and other nonprofits.
- Identifies, applies for, and manages grants to sustain and grow programs and operations.

Qualifications

- Bachelor's degree preferred or have equivalent professional experience.
- Minimum of 5 years of executive leadership experience in nonprofit, housing, or community development fields.
- Demonstrated success in fundraising, financial oversight, and board relations.
- Strong understanding of affordable housing programs and community partnerships.
- Excellent communication, interpersonal, and organizational leadership skills.
- Ability to engage diverse audiences and build collaborative relationships.
- Proficiency in budgeting, project management, and compliance oversight.



- Commitment to the mission and values of Alachua Habitat for Humanity.

Equal Employment Opportunity

Alachua Habitat for Humanity is an equal opportunity employer. Applications are considered for positions without regard to veteran status, uniformed service member status, race, color, religion, sex, sexual orientation, physical or mental disability, genetic information or any other category protected by applicable federal, state, or local laws.

SALARY & BENEFITS

- The starting salary range is \$100,000 - \$125,000 and shall be commensurate with experience.
- Comprehensive benefits package including medical, dental, vision, life insurance, disability and 401k savings plan with a company match.
- Paid holidays and PTO days that accrue based on years of service.

HOW TO APPLY

Alachua Habitat for Humanity has retained [Catalyst Consulting Services](#) to conduct this search on their behalf. Applications will be reviewed beginning June 9, 2025, and accepted until July 11, 2025. The anticipated start date is September 2025.

To be considered for this opportunity, please submit in one document a cover letter, resume, and how you found out about the position via email to: Michelle Turman, President & CEO mturman@catalystcs.org