

**Perry County Indiana Habitat for Humanity seeks Executive Director
Part Time Position**

This job is projected to be 28 hours of work weekly.

Job summary: The Executive Director will be responsible for day-to-day operations on behalf of the Perry County Indiana Habitat for Humanity, a nonprofit organization. The director will supervise, coordinate, report to a board and conduct activities in partnership with God and the people of Perry County, Indiana. An ideal director will work well and be a respecter of all people, as well as, coordinate the work of building and/or renovating homes for decent, affordable housing in Perry County, Indiana.

An applicant must be willing to work well with the public, have strong organizational skills, excellent time management skills, ability to prioritize, great attention to detail, written and verbal communication skills are imperative. Experience in fundraising, nonprofits, financial controls, administration, supervision, public relations, budgeting, finance are encouraged. A candidate must be willing to learn and uphold the organization's mission. An ideal candidate must demonstrate community leadership achievements, have good interpersonal skills, experienced in volunteer management or leadership, and capable to work with and supervise a diverse group of people. Applicants must be self driven, have a valid driver's license and reliable transportation. Working hours may vary. A bachelor's degree is preferred. Interested candidates must have a high school diploma or equivalent for this job. It is highly recommended for applicants to have 3-5 years experience working with a nonprofit, financial development, nonprofit management or a related field experience.

Interested applicants should mail a resume, three references and cover letter to Perry County Habitat Board of Directors, PO Box 82, Tell City, IN 47586. Qualified applicants will be required to pass a background check, and must meet qualifications to be the Perry County Habitat for Humanity's loan officer which includes a credit check.

Perry County Indiana Habitat for Humanity is an Equal Opportunity Employer.

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