

Habitat for Humanity, Northumberland County

Position Type: Executive Director

Date Ad Posted: October 6, 2026

Application Deadline: November 6, 2026

Location(s): Northumberland County

Experience: 5+ years management

The Opportunity

Habitat for Humanity Northumberland County brings community together to help families build strength, stability and independence through affordable homeownership and other housing solutions.

We deeply value our culture and colleagues, and we have collaboratively created the following vision statement: "We foster and build equity through affordable housing, by fully integrating diversity and inclusion into everything we do. Every individual involved with Habitat feels safe and encouraged to bring their whole selves to our mission and they know they are valued, heard and respected."

We are currently seeking a passionate and visionary Executive Director to lead our organization in fulfilling its mission. The Executive Director is responsible for the organization's resources to ensure consistent achievement of its vision, mission, values, plans, and financial objectives. This individual will provide strategic and administrative leadership to our employees, volunteers, and committee members, reporting directly to the Board of Directors in efforts to implement directives and support organizational goals.

Key Responsibilities

Strategic & Operational Leadership

- Lead and implement strategic plans to fulfill the organization's mission, ensuring operational alignment with annual goals, including in our ReStores.
- Foster a high-performance, values-driven culture that emphasizes accountability, productivity, safety, and inclusivity.
- Develop and oversee the implementation of the annual approved budget, 1.4million through a business plan

Stakeholder & Community Engagement

- Act as primary spokesperson and advocate, strengthening partnerships with government, donors, volunteers, and community stakeholders, effectively communicate and promote the organization's mission.
- Build and maintain donor relationships and lead major fundraising efforts to support long-term sustainability.
- Ensure that Habitat Northumberland has strong working relationships with other community agencies and is part of the social service climate in Northumberland County

Financial & Risk Management

- Oversee financial health, ensuring robust risk management, regulatory compliance, grant writing acumen and fiscal accountability.
- Able to assess, identify and proactively provide solutions for all matters that could have an impact on the stakeholders and the public that is not aligned with Habitat's mission and values.
- Leverage expertise in real estate, mortgage lending, and risk management to drive financial stability and growth.
- Lead strategic negotiations with stakeholders, partners, and vendors to optimize financial outcomes and mitigate risks.

Board Support & Governance

- Advise and inform the Board on key strategic, financial, and operational issues, supporting strong governance practices.
- Facilitate Board engagement in policy development, strategic planning, and organizational oversight.
- Prepare monthly reports on possible risks, the progress of the budget and actuals for the finance and audit committee to review and present the same to the Board of Directors.

Team Development & Organizational Culture

- Lead by example, building an agile, accountable, and collaborative team.
- Champion a culture of continuous improvement and accountability.
- Develop, implement and ensure compliance to all administrative and operational policies.
- Work with staff and volunteers to ensure that timely and that the cost-effective construction of high-quality homes and renovations is completed in partnership with partner families and volunteers.
- Maintain succession plan for the organization and mentoring potential successors within the organization.

Competencies

- *Strategic Vision & Decision-Making*: Demonstrates the ability to develop and communicate a clear, forward-thinking vision, making decisions that position the organization for long-term success.
- *Financial Acumen & Risk Management*: Skilled in financial oversight, with a strong understanding of risk management practices and regulatory compliance within real estate and lending.
- *Relationship-Building*: Builds and sustains effective relationships with a wide range of stakeholders, including government officials, donors, volunteers, and community leaders.
- *Communication & Influence*: Effectively articulates the organization's mission and goals, serving as a compelling spokesperson and advocate in media, public, and partner engagements.
- *Adaptability & Resilience*: Thrives in a dynamic, fast-paced environment, demonstrating flexibility, resourcefulness, and resilience in managing challenges and change.

- *Team Leadership & Development:* Creates a culture of accountability and continuous improvement, providing mentorship and professional growth opportunities to senior leaders.
- *Integrity & Accountability:* Maintains the highest ethical standards, fostering trust and transparency across the organization.

Qualifications

- Bachelor's degree in business, finance, or related field.
- 5+ years of progressive management experience, including leading an effective team.
- Familiarity with construction, mortgage lending, and/or real estate would be an asset.
- Experience working with a board of directors and/or an understanding of modern governance.
- Proficiency in Microsoft Word, Excel, QuickBooks, cloud-based computing, etc.
- Operational competence in social media platforms.
- Media awareness training and/or experience.
- As the senior executive the executive director must be prepared to work and represent Habitat Northumberland at all times in the community and with Habitat of Humanity Canada.
- A valid driver's license and access to a vehicle
- Ability to think strategically, multi-task and meet deadlines
- Ability to work independently and as par to a team
- Knowledge of Northumberland County, including experience with local municipalities.

Working Conditions

This role requires the successful applicant to work full-time hours while having availability and flexibility to attend board meetings, community events etc. that may be outside Monday to Friday 0800-1600.

Salary Range

\$90,000.00-\$110,000.00 annually.

How to Apply

We encourage all applicants to thoroughly read the position requirements. For those qualified candidates interested in applying, please submit your resume and cover letter as a single document to: applications@habitatnorthumberland.ca

Please note that we will be reviewing and evaluating applications on an ongoing basis and we therefore encourage early submissions.

1. Your cover letter should demonstrate how your collective experience to date, allows you to have the greatest impact on the position of Executive Director. That is to say, how will your previous experience allow you to achieve the greatest results in the key position expectations outlined in this job posting.
2. All cover letter and resume submissions to be received on or **before 5pm, Friday, November 6, 2026.**
3. Please note that we will not be accepting applications or resume submissions in-person and any questions pertaining to the position, can be submitted via the email above. No phone calls please.

Please note that Habitat for Humanity Northumberland reserves the right to revise job descriptions at any time based on the changing needs of the business.

Accommodation will be provided in accordance with the Ontario Human Rights Code. Applicants need to make any accommodation requests for the interview or selection process known in advance. Habitat for Humanity Northumberland County will arrange reasonable and appropriate accommodation for the selection process which will enable those with disabilities to be assessed in a fair and equitable manner.

We thank all applicants for applying and please note that only those selected for an interview will be contacted.