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## Habitat for Humanity Fresno Information Sheet

### **About Us:**

One unfortunate truth about our community is that many Fresno families live in substandard, overcrowded, and unhealthy housing. For many of these families, Habitat for Humanity Fresno is a beacon of light in the midst of despair.

As a non-profit, ecumenical Christian housing ministry, Habitat for Humanity builds simple, decent and affordable homes in partnership with those in need. Families purchase their house through an interest-free loan. The mortgages are typically financed over 30 years.

The driving force behind the organization is its volunteers and resource suppliers. Committed volunteers, who contribute a day, a week, or a month, give Habitat's vision a tangible form. Volunteers, joining with the future homeowner families, provide virtually all of the house-building labor. Habitat for Humanity is truly about people helping people.

Individuals, religious organizations and corporations that support Habitat for Humanity Fresno's mission provide donations of money, land and materials that make the work possible. For the construction of new houses or the renovation or repair of existing houses we do not accept government funds. All building materials are acquired through the generous contributions of community supporters.

### **A Brief History of Habitat for Humanity, Fresno:**

Habitat for Humanity Fresno County began in 1985, under the leadership of Jackie Holmes and Pastor Jack Takayanagi, after they participated in a youth mission trip to build a Habitat for Humanity house in Tucson, Arizona. The students were so inspired by their experience that they worked to start an affiliate in Fresno.

As the result of a generous gift of land in December of 1992, Habitat for Humanity Fresno County began work on the Crossroads subdivision. This community, located at the corner of Jensen and Fruit in southwest Fresno is a quality, affordable housing community that consists of 89 homes. Crossroads has been hailed as a model for Habitat subdivisions throughout the country, which is a lasting testimony of the effectiveness of the Habitat program. This of course is a tribute to the generosity of the greater Fresno community and a testament to how people can help build a better city together. Crossroads was completed in December of 2008.

After the Crossroads subdivision was completed, two homes were built in Clovis and two homes were built in the historic Lowell/Jefferson area of downtown Fresno. Working closely with the Lowell/Jefferson Review Committee, Habitat for Humanity Fresno County built two three-bedroom homes in the area that complemented the aesthetics of the community, and corresponded to the mayor's revitalization program in the area.

Once the homes in downtown Fresno were completed, construction began on an 11-unit subdivision located in southwest Fresno called Clara North Village. A unique aspect of this project is the close partnership among Habitat for Humanity, the City of Fresno, the Fresno Redevelopment Agency and the Fresno West Coalition for Economic Development. Habitat for Humanity Fresno County is eager to contribute to the redevelopment of this long neglected area

and has completed construction on six homes to date. For the first time in affiliate history, two homes will be built to LEED specification, the nation’s most respected energy-efficiency rating system.

To help fund these efforts, Habitat for Humanity Fresno County ReStore is in its third year of operation and moved to a brand new facility this past year. Not only is ReStore receiving incredible supplies to sell at great prices in its 10,000 square foot facility, but it is right on track to providing needed funding to build more affordable homes for Fresno County families.

### **Vision and Mission:**

Vision: Eradicate poverty housing in Fresno County.

Mission: Habitat for Humanity works in partnership with God and people everywhere, from all walks of life, to develop communities with people in need by building and renovating houses so that there are decent houses in decent communities in which every person can experience God’s love and can live and grow into all that God intends.

### **Building Dignity, Building Community:**

Habitat for Humanity does not build houses for families, we build alongside those who demonstrate, need, responsibility and a willingness to partner. Homeowner families invest hundreds of hours of their own “sweat equity” labor into their house or a neighbor’s house. Homeowner’s monthly mortgage payments become part of a revolving Fund that enables Habitat for Humanity to fund the construction of more homes. Through this approach, Habitat provides partner families a hand up, not a hand out, restoring the hope and dignity that poverty can strip away.

### **How are Partner Families Selected?**

An all-volunteer committee selects our families based on the criteria listed below. Habitat for Humanity Fresno’s homeowner income averages 53% of the area median income.

Our affiliate’s family selection process is based on three main criteria:

1. **Need for decent, affordable housing:** Selected families must demonstrate, through an in-house interview that their present housing arrangement does not qualify as adequate shelter.
2. **Ability to repay the no-interest loan:** Selected families must demonstrate that they generate an income between 30% - 80% of the average median income for Fresno County.
3. **Willingness to Partner:** Families must show an interest in the overall community reinvestment philosophy of Habitat for Humanity. This commitment is most clearly demonstrated in their willingness to perform their “sweat equity” before moving into their home.

### **Sample Annual Income Guidelines:**

<b>Number of Household Members</b>	<b>Minimum Income</b>	<b>Maximum Income</b>
3	\$21,492	\$30,420
4	\$21,492	\$33,780
5	\$21,492	\$36,540
6	\$21,492	\$39,240



## Employment Opportunity

Job Title: <b>ReStore Manager</b>	Status: <b>Exempt</b>
Reports To: <b>Executive Director</b>	Salary Range: <b>\$42,500+/-</b> (Dependent on experience & qualifications)
Date Prepared: <b>5/12/11</b>	

### **JOB SUMMARY:**

The ReStore Manager reports to the Executive Director and has primary accountability for the management and operation of the ReStore, Habitat's building material reuse outlet. This includes the development and implementation of a strategic business plan, marketing strategy, operating plan, inventory procurement, financial management and staffing.

### **ESSENTIAL JOB FUNCTIONS:**

- **Business Strategy & Planning:** With input and assistance from key stakeholders, develops a comprehensive strategic business and marketing plan outlining steps for the future development and growth of the ReStore and, upon Board approval, implements the plans. Periodically reviews and updates plans.
- **Financial Management:** Develops and seeks approval of an annual operations budget, authorizes expenditures, monitors cash flow and sales performance, and ensures updated and effective financial controls.
- **Operations:** Manages the daily operation of the ReStore with assistance from a combination of paid and volunteer staff. Hires, trains, schedules and evaluates staff performance while maintaining high standards of customer service. Develops policy and procedures for the operation of the ReStore, maintains accurate records of inventory and implements sound pricing practices. Stays current and in alignment with all policies, procedures, and relevant ReStore information from Habitat International.
- **Inventory Procurement:** Develops, implements and maintains up-to-date acceptance criteria for donated materials. Cultivates an ongoing relationship with manufacturers, distributors, contractors, retail establishments, homeowners and others who have potential for donating materials suitable for resale. Organizes and maintains accurate donor records.
- **Marketing:** Markets the services and benefits of shopping at the ReStore to the general public. Speaks to community based groups, fosters and maintains effective relationships with the media and develops advertising and promotional campaigns.
- **Reporting:** Works closely with the Executive Director, providing regular reports and updates as deemed necessary by the Executive Director. Ensures that the Executive Director is aware of any actual or potential problems, concerns or difficulties and seeks guidance and assistance through available resources, both internally and externally, as necessary.

### **REQUIRED KNOWLEDGE AND SKILLS:**

- A commitment to the mission and ministry of Habitat for Humanity in providing decent, affordable housing to low-income families.
- Knowledge and experience in all phases of the development and operation of a retail store.
- Thorough knowledge and experience in the development and implementation of a strategic business plan in partnership with other stakeholders, i.e. the Executive Director, board members, and staff.
- Knowledge of retail software and accounting systems and experience establishing and maintaining thorough financial control policies and procedures.

- Skill in communicating orally and in writing with individuals and groups of all sizes, in person as well as through electronic media.
- Experience scheduling, mentoring, training, motivating and providing leadership and direction to both paid and volunteer staff.
- Knowledge and ability to develop and implement sound marketing and sales programs, build relationships with donors, develop and live within realistic budgets, implement effective human resources and customer relation practices.
- The ability to work effectively with individuals from diverse cultures and backgrounds.
- Demonstrated analytic and problem solving skills.
- Ability to work successfully in a team environment.
- Capable of managing multiple tasks and thriving in a deadline-driven environment with frequently changing priorities.
- Knowledge of MS Office and point-of-sale systems.
- A valid California driver's license, clean driving record and the ability to be covered under the organization's general liability insurance.

**DESIRED KNOWLEDGE AND SKILLS:**

- Knowledge of QuickBooks.
- Knowledge of Adobe Creative Suite or similar design software.
- Previous experience in a volunteer-based, 501(c)(3) organization.
- Knowledge of construction building supplies and materials.
- Experience in owning a business.

**EDUCATION AND EXPERIENCE:**

A bachelor's degree and five or more years of recent, progressively responsible retail management experience, preferably in the home building material, hardware or related area, or an equivalent combination of relevant education and/or experience.

**ENVIRONMENTAL CONDITIONS AND PHYSICAL REQUIREMENTS:**

Work is performed in a wide variety of settings and environmental conditions. While some of the work is conducted in environmentally controlled office settings, a portion of the work may involve manual labor in a variety of weather conditions. Computers, monitors and standard office equipment, as well as motorized equipment used in the acquisition and movement of heavy materials will also be used. Work involves sitting, standing, walking, bending and reaching. Work may also require occasional lifting and/or moving of objects of up to 50 lbs.

**EQUAL OPPORTUNITY EMPLOYER:**

Habitat for Humanity Fresno County is an equal opportunity employer and seeks to employ and assign the best qualified personnel for all of our positions in a manner that does not unlawfully discriminate against any person because of race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve and National Guard status or any other status or characteristic protected by law.

**HOW TO APPLY:**

Please send both an electronic cover letter and resume to Brandie Munoz, Executive Assistant, at [brandie@habitatfresno.org](mailto:brandie@habitatfresno.org).

This position will remain open until it is filled.