



Helping God's People in Need Build Better Homes and Lives.

Who We Are

Have you ever had to face the choice between paying rent or putting food on the table? Probably not, but our homeowners have. We make homeownership possible by building homes and selling them at cost and issuing a 0% interest mortgage to hard working families in need. Our program isn't a hand out but a hand up, and all of our homeowners pay a 25 year mortgage.

What is Chief of Staff?

As Chief of Staff you will work closely with the Executive Director to serve as special project manager and strategic advisor allowing the ED to focus on the highest-level priorities. We are looking for someone who can take on responsibilities, deal with an ambiguous role, be strategic and get stuff done.

You Will:

- Work closely with E.D. to help set strategy, carry out implementation and take charge of big and small projects.
- Help E.D. identify priorities, strategically aligning their time. Helping with tasks as needed
- Provide communications support: drafting emails, reports, memos, presentations, internal and external communications, and/or social media posts
- Serve as project manager for marketing and volunteer coordination
- Oversee meeting preparation and planning for Board of Directors and Committees
- Support E.D. in managing key relationships
- Act as a key thought partner, brainstorming and identifying solutions to challenges
- Other duties as assigned

What You Need to Get the Job Done

- Experience in wide-ranging or cross-functional areas, and an eagerness to learn new skills, detail oriented
- Strategic thinker, data-driven and analytical in approach to solving problems
- Strong written and verbal communication skills
- Excel at building relationships and networks; influences others to achieve outcomes
- Systems and process-thinker; loves creating order out of chaos
- Deeply loyal and a steel-trap with confidential information

What You'll Love About Us

- **Work that stays at work.** We believe balanced people make great employees
- **Rest and Relaxation.** Personal days, sick days, vacations and your birthday off
- **Health Benefits.** Healthy people are happy people
- **Retirement Plan.** Retirement is great, start saving now
- **Opportunity.** With growth comes opportunity
- **Work that makes a difference.** Have you ever changed lives in your 9-5
- **Flexibility.** We get life is busy and you have responsibilities

How to Apply

Send resume to Joey Hopkins, Executive Director at jhopkins@habitatmidland.org

MHFH is dedicated to providing equal opportunity to all qualified applicants without discrimination on the basis of race, color, national origin, religion, gender, age, disability, sexual orientation, ancestry, veteran status or pregnancy.