



Operations Manager Position Description

Position: Operations Manager

Reports to: President/CEO

Time Requirements: Full-time (40 hours weekly); the typical workweek is Monday through Friday, with occasional evenings and weekends.

Salary: \$75,000

Benefits: A stipend for medical benefits, Paid Time Off, Sick Time, access to Life Insurance, and Short—and Long-Term Disability Insurance.

Organization Description

Midland County Habitat for Humanity is a local, independently operated affiliate of Habitat for Humanity, located in Midland, Michigan. It is a dynamic nonprofit organization that works to provide affordable homeownership opportunities and home repairs to low—to moderate-income individuals and families in Midland County.

Position Overview

Midland County Habitat for Humanity (MCHFH) is seeking an experienced and mission-driven Operations Manager to oversee the organization's daily operations, governance processes, and property management. This key leadership role ensures organizational efficiency, compliance, and safety across all departments—including Construction, ReStore, and Administration. The Operations Manager develops and implements internal systems, policies, and procedures; oversees insurance and risk management; and supports board and committee operations, bylaws, and employee policies.

Primary Responsibilities

1. Organizational Process Development & Implementation

- Develop, document, and maintain standard operating procedures across all departments.
- Implement systems and workflows that improve efficiency, transparency, and accountability.
- Coordinate annual policy reviews, ensuring compliance with Habitat for Humanity International standards and applicable federal, state, and local laws.
- Maintain the organizational calendar, tracking major reporting, renewal, and compliance deadlines.
- Oversee policy creation, revision, and implementation at all levels of the organization (HFHI and MCHFH).
- Oversee staff training and organizational compliance requirements.

2. Governance, Committee, and Board Development

- Support in the recruitment, onboarding, and orientation of new board and committee members.
- Maintain governance documents, including articles of incorporation and bylaws.

3. Property and Asset Management

- Oversee the portfolio of all MCHFH-owned vacant land, buildings, and properties.

- Apply for property tax exemptions and work with realtors, buyers, and legal counsel to buy and sell properties as needed.
- Serve as the first point of contact for all building maintenance, utilities, and alarm issues.

4. Condo Association Oversight

- Serve as the administrative representative for MCHFH on the Midland Non-Profit Partners Board.
- Coordinate association meetings, record minutes, and ensure compliance with governing documents.
- Manage annual budgets, dues collection, and insurance compliance for shared properties.

5. Safety and Risk Management

- Develop, implement, and oversee comprehensive safety plans for Construction, ReStore, and Administrative Operations to ensure a safe environment for staff, donors, customers, and volunteers.
- Conduct regular reviews and updates of safety policies and emergency procedures.
- Maintain OSHA compliance and serve as the organizational point of contact for safety audits or incidents.

6. Insurance & Compliance Oversight

- Conduct annual insurance reviews, including workers' compensation, auto, property, cyber, and liability coverage.
- Maintain familiarity with all MCHFH limits, exclusions, and coverage requirements.
- File and manage insurance claims and renewals.
- Ensure organizational compliance with all insurance, licensing, and regulatory requirements.

7. Policy, HR, and Administrative Support

- Maintain and update the Employee Manual and related HR policies.
- Monitor compliance with labor laws and personnel policies.
- Support the Executive Director in maintaining internal equity and consistency across HR policies and practices.

8. Cross-Functional Leadership & Support

- Collaborate with the President/CEO and management team on strategic planning and implementation.
- Assist with data collection and reporting for grants, audits, and annual reporting requirements.
- Provide administrative and logistical support for major events, community meetings, and training sessions.
- Foster a culture of collaboration, efficiency, and continuous improvement throughout the organization.

Qualifications

- Bachelor's degree in Business Administration, Nonprofit Management, or related field (or equivalent experience).
- Minimum of 3–5 years of operations, administrative, or management experience in a nonprofit.

- Strong understanding of nonprofit governance, risk management, and property oversight.
- Excellent organizational, written, and verbal communication skills.
- Proficiency with Microsoft 365.
- Ability to manage multiple priorities with attention to detail and confidentiality.

Interested parties should send a resume, cover letter, and references to hiring@midlandhabitat.org or mail them to 1703 S Saginaw Road, Midland, MI 48640.

For more information, please visit <https://midlandhabitat.org/about/#career>.

The application deadline is Wednesday, November 19, 2025, at 4 pm.

Prior to Hiring

Before extending a job offer, the prospective employee will be subject to a sex offender, criminal background, and driving record history check.

Equal Opportunity Employer

Midland County Habitat for Humanity is an equal opportunity employer and seeks to employ and assign the best-qualified personnel for all 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 national guard status, or any other status or characteristic protected by law.

Safeguarding Policy

We are creating an inclusive, safe culture that provides a meaningful volunteer, employment, and homeownership/repair experience. MCHFH expects all employees, volunteers, and homeowners/repair to behave in a way that reinforces the organization's Christian mission and founding principles. MCHFH, therefore, prohibits any actions or conduct that may discriminate against or harass other employees, volunteers, and families served. MCHFH does not tolerate actions, words, jokes, or comments based on an individual's gender, sexual orientation, race, ethnic background, age, religion, physical condition, or other legally protected characteristics. Any comments or actions, therefore, that demean or are hurtful to people of a specific gender, sexual orientation, race, ethnic background, age, religion, or specific physical condition are prohibited. Any such conduct may result in disciplinary action, including immediate discharge and revocation of volunteer privileges.