

TERMS OF REFERENCE (TOR)

RECRUITMENT OF BOARD OF TRUSTEES

HABITAT FOR HUMANITY MALAWI (HFHM) July 2026

1. Introduction and Overview

Habitat for Humanity is a leading global nonprofit organization working in local communities across all 50 states in the U.S. and in more than 70 countries in the world. Driven by the vision that everyone needs a decent place to live, Habitat for Humanity found its earliest inspirations as a grassroots movement on an interracial community farm in South Georgia. Since its founding in 1976. It is a Christian housing organization that has grown to become a world leader in addressing the issues of inadequate housing. With values of accountability, courage and humility, thousands of low-income families have found new hope in the form of affordable housing. Churches, community groups and others have joined together to successfully tackle a significant social problem: decent housing for all. Since 1976, we have helped more than 62 million people build or improve the place they call home. An additional 5.3+ million people gained the potential to improve their housing conditions through our training (122,580) and advocacy (5,264,247). And more than 910,000 volunteers helped build, advocate and raise awareness about the global need for shelter.

Habitat for Humanity Malawi (HFHM) is a non-profit organization that has been operating in Malawi since **1986**, driven by a vision of a world where everyone has a decent place to live. Headquartered in **Lilongwe**, the organization implements housing and community development interventions across the country in partnership with government, communities, the private sector, faith-based institutions, and development partners.

Guided by its **Strategic Plan 2025–2030**, Habitat for Humanity Malawi is pursuing an ambitious agenda anchored on three strategic pillars: **Building More and Better Homes**, **Transforming Housing Systems**, and **Inspiring Action for Housing**. Under **Building More and Better Homes**, the organization aims to directly improve the housing conditions of **12,000 people** through the delivery of safe, decent, affordable, and climate-resilient housing solutions. Through **Transforming Housing Systems**, Habitat for Humanity Malawi seeks to enhance the performance of the housing market for **1 million Malawians** while contributing to policy and systems changes that will expand access to quality, affordable housing for an additional **2 million people**. Under **Inspiring Action for Housing**, the organization will mobilize **25,000 people** to champion housing advocacy, volunteerism, and collective action, fostering a national movement that recognizes decent housing as a foundation for health, dignity, resilience, and sustainable socio-economic development.

Through these strategic priorities, Habitat for Humanity Malawi is committed not only to building houses but also to transforming lives, influencing systems, and inspiring lasting action to ensure that every Malawian has the opportunity to live in a safe, decent, and affordable home.

Board of Trustees

Habitat for Humanity Malawi is governed by an independent **Board of Trustees** that provides strategic leadership, policy direction, fiduciary oversight, and accountability to ensure the organization effectively delivers on its mission. The Board meets quarterly and currently operates through two standing committees:

1. Programs Committee
2. Finance and Human Resources Committee

Recognizing that strong governance is fundamental to organizational excellence, Habitat for Humanity Malawi is seeking to expand the membership of its Board of Trustees by recruiting highly qualified, committed, and values-driven individuals with diverse professional expertise and leadership experience. A well-composed and high-performing Board is critical to providing strategic oversight, strengthening risk management, enhancing resource mobilization efforts, promoting innovation, and ensuring the long-term sustainability of the organization.

Through this Board expansion, Habitat for Humanity Malawi aims to build a diverse and dynamic governance team that will champion the organization's Strategic Plan 2025–2030, leverage networks and partnerships, and help position the organization as Malawi's leading voice in advancing access to safe, decent, and affordable housing for all.

2. Scope of Work

(a) Roles & Responsibilities of the Board

The Board of Trustees is collectively responsible for the governance, strategic direction, and oversight of HFHM. Members are expected to actively contribute their skills, experience, and leadership to strengthen the organization.

General Duties of the Board of Trustees

Each board of trustees is expected to:

- Attend and actively participate in all quarterly board meetings
- Serve on at least one board committee.
- Contribute their resources to HFHM including in kind.
- Support board decisions, even in cases where they may have voted against them.
- Be an ambassador for HFHM, promoting its mission and expanding its network of partners and supporters.

(b) Specific Responsibilities of the Board Governance & Compliance

- Ensure HFHM operates in compliance with legal, regulatory, and financial reporting requirements.
- Uphold the core governance principles outlined in HFHM's Constitution and policies.
- Provide oversight on risk management and financial accountability.

Strategic Oversight & Organizational Performance

- Provide strategic direction for the organization's vision and mission.
- Monitor and evaluate HFHM's impact, programs, and operations.
- Ensure the board reviews and approves the annual business plan, budgets, and strategic priorities.

Executive Leadership & Board-Staff Partnership

- Work in partnership with the National Director and senior leadership to achieve organizational goals.
- Ensure board resolutions and decisions are effectively implemented.
- Provide guidance, mentorship, and support to HFHM's leadership team.

Fundraising & Resource Mobilization

- Support fundraising efforts and donor engagement to ensure financial sustainability.
- Leverage personal and professional networks to attract potential funders, partners, and investors.

Advocacy & External Engagement

- Represent HFHM's mission and interests at national and international levels.
- Build strategic partnerships with government, NGOs, private sector, and community organizations.

- Advocate for affordable housing policies and community development initiatives.

Board Development & Effectiveness

- Ensure HFHM's Board remains effective by recruiting highly skilled and diverse board members.
- Participate in periodic board training and performance evaluations.
- Sign a Board Member Commitment Agreement, demonstrating their dedication to HFHM's mission and governance standards.

3. Qualifications & Key Competencies

HFHM is seeking highly accomplished professionals with expertise in one or more of the following areas:

1. Fundraising & Resource Mobilization
2. Strategic Partnership Engagement & Development
3. Legal, Governance, and Compliance
4. Housing Finance & Affordable Housing Programs
5. Business Development & Entrepreneurship

Additional Board Member Requirements

- Extensive executive leadership experience in business, government, or the NGO sector.
- Highly respected and regarded as an expert in development, business, housing, or nonprofit management.
- A strong commitment to HFHM's mission and the ability to advocate for its beneficiaries.
- Ability to strengthen the organization through professional expertise and strategic guidance.
- Availability to attend board meetings and actively contribute to decision-making.
- Ability to bring diversity to the Board in terms of age, gender, expertise, and cultural background.
- Passionate about social change, affordable housing, and community development.
- Strong strategic thinking skills, able to see the bigger picture and long-term vision of HFHM.
- Experienced in people management, teamwork, and leadership development.
- Well-versed in NGO governance and nonprofit sector regulations.

3. Remuneration & Commitment

- Board members are expected to attend all board meetings, read board papers in advance, and actively participate in discussions.
- Board membership is voluntary, but members will receive a reasonable travel allowance for attending meetings, as determined by HFHM.

4. Application Process

Interested candidates should submit their application to:

Email: recruitment@habitat.mw

We look forward to welcoming passionate, strategic, and committed individuals to join us in transforming communities through affordable housing solutions.

The closing date for receiving applications is **July 17th, 2026**