

**HABITAT FOR HUMANITY OF MONTROSE COUNTY  
JOB DESCRIPTION**

**Assistant Director – HABITAT FOR HUMANITY OF THE SAN JUANS**

**GENERAL STATEMENT:**

Reports to: Executive Director

Job Description: Responsible for providing support to the Executive Director & Board of Directors and general operations of the affiliate and office. Primary duties include family services, mortgage processing and servicing, reporting, filing, check processing, insurance management, managing office staff and volunteers and human resource functions.

Responsibilities:

Office Administration:

1. Maintain Keystone databases and hard and soft filing systems, ensuring that project and homeowner files are maintained and in compliance with necessary federal, state and local government standards.
2. Establish, train staff and manage an effective 'contact management/donor' database.
3. Help process all bank transactions.
4. Work in partnership with bookkeeper to manage existing mortgages/monthly statements, process payments, late notices/manage collection issues/manage escrow accounts.
5. Collaborate with affiliate's accounting services to ensure that key bookkeeping and audit functions are carried out.
6. Manage all paperwork related to contracts with vendors, government institutions (Federal, State and Local) and donors.
7. Provide support to legal counsel as necessary.
8. Prepare all necessary documents for house closings for future homeowners and closing attorney.
9. Ensure affiliate server and its information management system is operational, regularly backed up and secure.
10. Perform all necessary functions as required 'IT administrative' liaison to IT consulting company.
11. Provide administrative support to affiliate operational staff as needed and assigned my ED.
12. Administer affiliate website updates and correspondence.
13. Ensure cleanliness of office
14. Act as liaison to Habitat for Humanity International as necessary submitting quarterly assurance reports.
15. Act as HR director for all paid staff.
16. Perform other duties as assigned by the Executive Director.

Program Operations Functions (Construction/Volunteerism/Hospitality):

1. Correspond with sub-contractors, utility companies and others submitting invoices.
2. Ensure all contractor data, donations, Gift-in-Kind; services are recorded appropriately per house build/rehab in order to determine total cost of each Habitat home.
3. Review and update personnel policies annually prior to each fiscal year-end (June 30).
4. Manage all personnel vacation/personnel leave time and requests.

5. Provide and/or request from CPA, all necessary financial data required for affiliate Grant process.
6. Maintain file of all pertinent Grant information past and present.
7. Update and maintain all operations manuals.
8. Coordinate, implement, manage and assist with affiliate events as assigned.

Supervisory Functions:

1. Supervise office staff and volunteers. Providing clear job duties, conducting weekly informational meetings and mid and project end reviews.
2. Supervise Volunteer Coordinator, including conducting weekly informational meetings and annual reviews.
3. Supervise home repair volunteers.

Family Support/Selection

1. Coordinate all family selection and support functions.
2. Work closely with Construction Manager and home buyers to track progress and sweat equity.
3. Provide financial counseling when required/desired.
4. Coordinate all functions of Critical Home Repair program.
5. Call/interface with family advocate to ensure family has their down payment and are securing homeowners insurance.
6. Arrange house appraisals, survey and organize and schedule closings with title company.
7. Prepare all mortgage documents and contact attorney and title company to begin closing process.
8. Apply for and process all partner family grant paperwork and reporting.

There will be other duties as assigned as needed. The assistant director is second in command and should be able to run the affiliate in the event that the Executive Director is unavailable.

Requirements/Qualifications:

- Commitment to and enthusiasm for the philosophy of Habitat for Humanity of the San Juans.
- BS in Business Administration, Human Resources, IT, or related area; or an equivalent combination of education and life/work experience
- Experience in financial and administrative management, including budgeting, accounting, and personnel procedures.
- High competency and experience level (3-5 years) with all Microsoft Office software (Word, Excel, and PowerPoint), databases, and contact management systems.
- Demonstrated leadership abilities and strong organizational and communication skills
- Must be team oriented, organized, able to meet deadlines and able to be skilled in computer use (word, excel, power point, publisher, social media, outlook, Quickbooks, keystone and others).
- Dependability and integrity
- Must be able to appropriately prioritize tasks and responsibilities and manage multiple projects simultaneously.
- Ability to work well and communicate effectively w/individuals from diverse backgrounds
- Ability to coordinate office volunteers
- Proactive problem solver
- Creativity and willingness to try new ideas

- Valid driver's license, reliable transportation and willingness to travel as needed are required.
- Must be able to articulate the organizations mission, values and goals. The ability to work effectively with a diverse group of people and the ability to represent and have an understanding of our Christian organization is necessary.
- Knowledge of home construction and mortgage origination and closings and servicing helpful.
- Preference given to individuals with experience working at a nonprofit organization, knowledge of Habitat for Humanity, real estate, higher education and history of volunteerism.

This is a full-time (40 hour) permanent position reporting directly to the Executive Director. Hours 8:30 to 5:30 Monday-Friday, with occasional Saturday and evening hours required. Benefits include health insurance, retirement, holiday, vacation, and personal time off and store discount. Salary is commensurate with experience. We are an equal opportunity employer.

**Mission:** Improving the lives of individuals and families in need by building and renovating basic, affordable homes while educating and advocating for housing resources in the San Juan Region.  
**Vision:** Every family in Montrose, Ouray and San Miguel County have the opportunity to have a home that is safe, affordable, and in good condition while fostering a pride in ownership. Key stakeholders and community leaders share this vision and view housing as a top priority. Resource allocation reflects that shared value.