

Part-Time Executive Director - Cortez, Colorado

Habitat for Humanity of Montezuma County is seeking a part-time Executive Director for 20-25 hours per week. The ideal candidate will possess good leadership, management and public relations skills, preferably with experience working with non-profit boards and volunteers.

Please email your resume and cover letter to director@habitatmontezuma.org.

Habitat for Humanity of Montezuma County Executive Director Job Description

Reporting to and assisted by the Board of Directors, the Executive Director is responsible for administering and promoting the mission and goals of Habitat for Humanity of Montezuma County (HFHMC) thereby helping ensure its ability to increasingly serve families in need of decent, affordable housing. The Executive Director is a non-voting member of the Board and Executive Committee and an ad hoc member of all other committees. As one of the primary “faces” of HFHMC, the Executive Director must be a strong advocate for the Habitat mission and aggressively pursue the current and long-term goals established by the Board. Major responsibilities include, but are not limited to, the following:

Resource Development

- Help foster and maintain healthy relationships with all current and future individual and corporate/business donors and sponsors relating to both housing and ReStore activities. Work to expand the number of individuals, corporations and businesses who support Habitat financially and/or by ReStore merchandise donations.
- Help research, prepare and administer grants; ensure follow up reporting to all grant-making entities.
- Maintain effective communication with Habitat for Humanity Colorado and Habitat for Humanity International to ensure their technical assistance, our participation in their programs.
- Help support, coordinate and expand volunteer base for both housing and ReStore needs.
- Help coordinate and carry out housing-relating activities as needed, including A Brush With Kindness, major rehabilitation and new construction.

Community and Government Relations

- Be proactive in cultivating relationships with other community not-for-profit organizations.
- Seek opportunities to partner on projects that could positively impact affordable Montezuma County housing.
- Develop and maintain positive relationships with elected officials and government agency representatives.

Management & Staffing

- Manage all operations within the annual or amended budget set by the board. Work with board treasurer to maintain the financial records of the organization and provide adequate and timely reports to the board. Ensure that all required Habitat, state and federal reporting and payments are carried out.
- Work with the board and key staff to implement the organization’s strategic plan. Utilizing financial and other performance measurements, regularly report progress compared to the plan.
- Participate in the recruitment and selection of new Board members.

- Actively participate in all committees. Assist with planning and coordinate communication among various committees.
- With the board employment committee, hire, supervise, and evaluate staff.

Marketing/Public Relations/Communications

- Assist with and/or carry out all appropriate marketing and public relations initiatives including media releases, newsletters and other mailings, online strategies and HFHMC presence at appropriate community events/activities.
- Maintain or help maintain the HFHMC website, Facebook page and other possible online activities.

Skills/Experience

At least 2-3 years' management/administrative experience, preferably with a non-profit organization
Successful fundraising/grant writing experience preferred
Strong computer skills, including Microsoft Word and Excel, Outlook or other similar email software, utilizing the Internet for reporting, research, communications, etc.

Education

Four-year college degree in related field is preferred; however, extensive work experience with a 501c3 not-for-profit organization may be considered as sufficient education.

Information

Position is initially 20-25 hours per week with potential for full time. Occasional weekend work required. Wage depends upon experience. Habitat for Humanity of Montezuma County is an equal opportunity employer.

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