

## **JOB DESCRIPTION**

The Executive Director/Chief Operating Officer (ED/COO) reports directly to the Board of Directors of Habitat for Humanity of Teller County (HFHTC). The ED/COO provides overall management and leadership to the HFHTC organization in accordance with the directives, policies, and objectives set by HFHTC's Board of Directors. The ED/COO accepts the covenant of Habitat for Humanity International (HFHI) and is a leading advocate in the community of HFHTC in regard to fulfilling its' mission and vision statements.

The ED/COO works alongside the board of directors in developing a vision and strategic goals for HFHTC. The ED/COO will lead the organization in achieving these goals by developing and implementing strategic and operational plans and integrating the work of committees, staff and volunteers into a coherent, consistent and effective program of advocacy, construction, financing and family support. This work will result in successful home ownership for Habitat's partner families.

## **COMPENSATION**

Salary and benefits will be consistent with the area and commensurate with the successful candidate's experience.

## **QUALIFICATIONS**

- A minimum of five years of non-profit experience is required.
- Bachelor's degree in business administration, non-profit management, public relations, human resources or another related field
- Has successfully built organizational capability, including organizational design, staff development, fundraising, community partnerships, financial management and board relations.
- Ability to work with a large number of volunteers.
- Demonstrated independent responsibility for program management and accomplishing results managing a \$500,000 annual budget in either the for-profit or not-for-profit world.
- Experience in staff management and team building.
- Must understand and appreciate the mission of Habitat for Humanity.
- Demonstrate a high level of written and verbal communication skills and be effective in public speaking and the development of presentations.
- Proven success in building and working in a team environment and must have strong negotiating skills.
- Possess strong problem solving skills and the ability to multi-task.
- Detail-oriented and able to work independently and in a fast-paced, multi-faceted environment.
- Able to deal with a diverse group of individuals and remain consistent in keeping a professional demeanor.
- Experience developing fundraising campaigns and working with major donors.
- Able to communicate effectively and professionally with prospective donors.
- Ability to navigate in and around home construction work sites.
- Ability to travel when needed within the county.



- Must have valid driver's license, insurance and access to a vehicle.

### **JOB RESPONSIBILITIES**

#### **Strategic planning, program development and administration:**

- Supervise and provide direction to the staff responsible for all functions of HFHTC - construction, the Habitat Market, volunteer management, family services, mortgage servicing, site selection, faith relations, marketing and administration.
- Provide leadership in developing program, organizational and financial plans with the board of directors and staff, and execute the plans and policies as directed by the board.
- Establish and maintain effective working relationships with all governmental agencies necessary for HFHTC to successfully conduct its programs.
- Ensure that all required official records and documents are maintained, and ensure compliance with federal, state and local regulations and Habitat guidelines.
- Maintain a working knowledge of significant developments and trends within the Teller County area and the broader Habitat community.
- Work closely with HFHTC development staff on grant writing and implementation of fundraising plans.
- Promote active and broad participation by volunteers in all areas of the organization's work.

#### **Communication and public relations:**

- Keep the board fully informed on the condition of HFHTC and all important factors influencing it.
- Publicize the activities of HFHTC, including its programs and goals.
- Establish sound working relationships and cooperative arrangements with local and state community groups and nonprofit organizations.
- Represent the programs and point of view of HFHTC to agencies, organizations and the general public.

#### **Staff management:**

- Be responsible for the recruitment and effective employment of HFHTC staff and volunteers.
- Ensure that job descriptions are developed, that regular performance evaluations are performed and that sound human resource practices are in place.
- Encourage staff and volunteer development and education, and assist program staff in relating their specialized work to the total program of the organization.
- Maintain a climate, which attracts, retains, and motivates a diverse staff of top quality people.

#### **Budgeting and financial management:**

- Be responsible for maintaining sound financial practices.
- Work with the staff, the finance committee, and the board in preparing a budget; see that the organization operates within budget guidelines.
- Ensure that adequate funds are available to permit HFHTC to fulfill its mission.



## EXECUTIVE DIRECTOR/COO JOB DESCRIPTION

**Performs other duties** as may become necessary or required for the successful implementation of the organization's overall mission as approved and assigned by direct supervisor. Participates in required training offered by Habitat for Humanity of Colorado and Habitat for Humanity International and other pertinent providers when approved by director supervisor.

**To apply,** send cover letter and resume to [ricks-board@tellerhabitat.org](mailto:ricks-board@tellerhabitat.org) and [eric-rose@tellerhabitat.org](mailto:eric-rose@tellerhabitat.org) with the subject "Teller Cty Executive Director"



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