



## Position Description Executive Director

October 2021

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The Executive Director should be an organized and energetic self-starting multitasker who will provide overall executive leadership for Habitat for Humanity of Grand County (HFHGC), and should be as eager to address the county's affordable housing crisis as our board and volunteers. The Executive Director is responsible for the routine management of the organization and reports to the board of directors, working most closely with the president of the board. The Executive Director represents the board when it is not in session to ensure that board policies and goals are correctly implemented by its committees. The Executive Director is a non-voting member of the board and an ad hoc member of all other committees.

The primary focus of the Executive Director is to develop, organize, coordinate, and oversee the administrative, construction, and fundraising functions of the affiliate. The Executive Director serves as the primary communication link for the affiliate and works with the board in areas of budgeting and long-range planning to ensure the ongoing success of the mission of HFHGC, which is described at <https://www.habitatgrandcounty.org/about>.

*To apply, email a resume or LinkedIn link to Board President Martin J. Smith at [habitatgrandcounty@hotmail.com](mailto:habitatgrandcounty@hotmail.com), or send it by mail to Habitat for Humanity of Grand County, P.O. Box 969, Granby, CO 80446.*

### Duties

In general terms, the duties of the Executive Director include: (a) coordinating the activities of the operating committees; (b) representing the corporation in the community; (c) overseeing the building projects of the corporation; (d) supervising the administrative functions of the corporation; and (e) in general, performing such other duties as may be assigned from time to time by the president or the board of directors. Specifically, the Executive Director will:

- Learn, understand, and follow the requirements of Habitat for Humanity International and all federal and state laws and regulations that apply to the mission of HFHGC; recommend appropriate board action needed to ensure that HFHGC operates effectively in compliance with these requirements;
- Study and make use of Habitat International, Habitat Colorado, and other Habitat chapter resources and best practices to improve the function and effectiveness of Habitat Grand County;
- Seek out and oversee fundraising and public relations opportunities and activities, including public speaking requests; act as the board's liaison to the Grand County community;
- Identify grant opportunities, help write grant applications, and maintain donor relationships and files;

- Edit and oversee production of the annual appeal letter, updates to the affiliate website and social media accounts, and periodic e-newsletters or other community outreach;
- Facilitate the building process by assisting the construction manager in the planning and construction of Habitat houses, including researching and recommending new building processes, vendors, and/or other resources that might improve Habitat Grand County's efficiency and effectiveness;
- Maintain relationships with and documents of Habitat partner families;
- Assist the board and treasurer in developing a yearly budget, and prudently manage the organization's resources within those budget guidelines;
- Maintain records of the affiliate, including operations and policies manuals and standard orientation materials for new board members;
- Assist the board and committees with strategic and long-term planning and setting and meeting of goals;
- Report at least weekly to the board regarding Executive Director action on and status of affiliate activities and initiatives;
- Administer the day-to-day operational, financial, and business affairs of the affiliate;
- Embody the charitable ethic on which Habitat is based;
- Perform other related work as required.

### **Qualifications**

The Executive Director should have a bachelor's degree or equivalent experience, and demonstrated organizational skills, excellent written and oral communication skills, and successful experience working with volunteers. The Executive Director must be self directed and detail oriented, and able to respond to changing needs and requirements. The Executive Director must be able to take charge and find solutions to problems as situations require. Familiarity with the mission and work of Habitat for Humanity, grant writing experience, knowledge of mortgage documents, regulations and procedures, and public speaking expertise and experience is required.

The Executive Director must have demonstrated computer skills and the ability to quickly master software products needed to manage Habitat business. The Executive Director uses Microsoft Office, including Outlook, Word, Excel, PowerPoint, Publisher, and Access. The Executive Director also uses QuickBooks, Keystone (a Habitat-specific mortgage management program), and Adobe Acrobat Professional software on a daily basis. Basic familiarity with the WordPress web design platform is helpful for updating the Habitat website. Experience with Microsoft Project and Adobe Illustrator would be a plus.

### **Salary and Benefits**

The position of Executive Director currently is a flexible full-time position (40 hours per week), and the salary range is between \$45,000 and \$60,000, depending on qualifications and experience. At this time the position offers no additional benefits.