



**Habitat Pueblo Position of Executive Director
Reports To Habitat Pueblo Board President
Full Time Exempt**

Overview

The Executive Director (ED) demonstrates exemplary leadership and professionalism to achieve Habitat Pueblo's mission and goals. The ED is responsible for organizational development, financial management, fundraising, community relations, information management, and human resources. The ED serves as a liaison to the Board and participates in the development and implementation of Board policies. The Executive Director is a nonvoting, ex-officio member of the Board. Along with the board, the ED is responsible for the overall performance of HFH Pueblo.

The Executive Director accepts the covenant of Habitat for Humanity and is a leading advocate of the affiliate regarding fulfilling the mission and vision statements.

Responsibilities and Duties

The ED directly oversees the ReStore Manager, the Volunteer Coordinator, the part-time Office Coordinator, and the Construction Manager.

- **Organizational Development**
 - Maintains and expands stakeholder relationships by initiating appropriate number of touches each year to partners, clients and other constituents
 - Works with ReStore manager to assure that the ReStore's appearance and cleanliness standards are met
 - Works with ReStore Manager to assure financial goals are met
 - Works with ReStore Manager to assure safety and other regulatory compliance measures are taught and practiced
 - Works with construction committee to identify and initiate construction projects
 - Maintains close working relationship with construction manager/general contractor
 - Ensures that construction projects are built within time and budget specs
 - Ensures that Habitat and affiliate policies are faithfully adhered to by the board, committees and staff
 - Works with Board Finance Committee to develop and implement appropriate financial policies

- Develops internal control procedures
- **Financial Management**
 - Participates in annual goal-setting with the Board and is responsible for ensuring that the goals are met with resources raised from individuals, corporations, foundations, grants, in-kind donations and community events
 - Assists the Board Finance Committee in developing, maintaining, and amending proposed annual budget
 - Responsible for implementing the board-approved budget
 - Monitors and reports Habitat Pueblo's financial condition to the Board
 - Work with Board Treasurer and bookkeeper regarding accounts payable, deposits, check signing, internal financial controls
 - Works with Board to assure good stewardship of assets, investments and long-range sustainability of the Habitat Pueblo
- **Fundraising and Community Relations**
 - Works with the Fundraising Committee to establish and implement fund development strategies including donor and volunteer events
 - Oversees development and maintenance of volunteer, community and donor databases for communication and donor management
- **Information/Office Management**
 - Ensures that the Habitat Pueblo's critical documents are secure and accessible
 - Oversees management of Habitat Pueblo office to ensure that correspondence and messages go to appropriate individuals and/or Board committees
 - Ensures that timely donation receipts are given and retained
 - Ensures that relevant insurance policies are updated and adequate
 - Ensures that state, federal, and Habitat International reports and surveys are filed as required
 - Ensures that homeowner documents are kept in locked file
 - Ensures that legal accountability is maintained through appropriate documentation and information management
- **Human Resources**
 - Works with Volunteer Coordinator to recruit, train and support volunteers in accordance with Habitat's mission
 - Works with Office Coordinator to update and maintain Employee Policy and Procedure manual
 - Works with Office Coordinator to update and maintain employee files according to policy
 - Works with Office Coordinator to develop and implement hiring and exit processes
 - Oversees hiring, on-boarding, performance assessments, and exit documentation

Qualifications

- BA or BS Degree, advanced degree preferred

- Excellent speaking and writing skills
- Office 365 and general computer skills
- 501C3 non-profit management experience or similar preferred
- Successful fundraising and grant writing experience
- Working knowledge of information technology, project management skills
- Ability to read and understand financial statements
- Familiarity with QuickBooks reporting functions a plus

Equal Employment Opportunity:

Habitat for Humanity of Pueblo, Inc. complies with all applicable Equal Employment Opportunity laws. Employment decisions are made without regard to race, color, religion, sex, sexual orientation, gender identity, transgender status, national origin, disability, pregnancy, age, genetic information, marital status, military status, lawful conduct outside of work, membership or non-membership in a labor organization, or status in any other group protected by federal, state, or local law.

Compensation and Benefits:

- The hiring range for this position is projected to be \$65,000 to \$75,000 per year, depending on experience
- Accrued Paid Time Off (PTO) hours
- Our affiliate currently does not offer health benefits

Application Timeline and Instructions:

- Position will remain open until filled
- Send resume and cover letter explaining how you meet/exceed the position's preferred levels of education and experience contained within this job description to Director@hfhpueblo.org