

**JOB ANNOUNCEMENT:**  
**Executive Director, Berthoud Habitat for Humanity**

Berthoud Habitat for Humanity (BHFH) of Colorado is seeking interested and qualified applicants for the position of Executive Director.

Berthoud Habitat is a 501c3 non-profit organization that works to help partner families gain life and economic stability through safe, decent and affordable housing. Berthoud Habitat provides services in the Town of Berthoud and in portions of the surrounding Larimer and Weld Counties.

The Executive Director position reports directly to the BHFH Board of Directors. The successful candidate will be responsible for all aspects of BHFH's efforts to meet the needs in our community to provide safe, decent, and affordable housing. Responsibilities will include partner family selection and support, developing community and regional partnerships, financial planning and fundraising as well as overseeing daily operations of our organization.

Interested parties should review the attached job description and submit a completed application along with cover letter and current resume to:

[president@berthoudhabitat.org](mailto:president@berthoudhabitat.org)

Subject: Executive Director position

For questions, please contact Tom Patterson, Board Member, at 970-402-3839, or the president of the board at the above email.

Applications will be accepted until the position is filled.

(Attached application and job description...)



**Executive Director Job Description**  
**April 6, 2023**

The Berthoud Habitat for Humanity's (BHFH's) Executive Director is responsible for the professional leadership of affiliate activities to achieve the mission of building houses in partnership with Berthoud residents in need of adequate housing. The Executive Director will report directly to the Board of Directors and will:

- Manage all administrative duties including compliance with Habitat for Humanity International rules, guidelines and grants
- Lead resource development by overseeing fundraising activities, applying for applicable grants, and building public relationships
- Attend meetings and provide timely reports to the Board of Directors

**Required Skills:**

- Excellent verbal and written communication skills
- Proven success in fundraising, soliciting donations and planning charity events
- Ability to build public relations and recruit volunteers
- Organization skills; ability to maintain records and write reports
- Strong computer skills including e-mail, MS word, MS excel, and ability to manage website and leverage social media sites

**Preferred (not required) Skills:**

- 4-year degree or appropriate experience
- Prior experience with non-profit organizations
- Spanish language skills

**Job Details:**

- Full time, salaried position, commensurate with experience.
- Work is primarily performed at the BHFH Office. Some work functions may occasionally be on weekends or evenings.
- Salary Range: \$50,000. To \$65,000.
- 9 paid holidays
- 10 paid vacation days per year
- 1 hour Sick Leave accrued weekly

## Essential Duties and Responsibilities

- Administration
  - Responsible for administration and oversight of BHFH staff and ReStore operations.
  - Responsible for affiliate communications with internal and external customers including but not limited to: mail, e mail, thank-you letters to private donors.
  - Accountable for collecting donations, depositing checks, and maintaining accurate records.
  - Accountable for the organization of financial records in collaboration with the affiliate accountant: donations, general invoices, construction invoices, tax forms, annual audit, and other documentation as required.
  - Provide timely reports to ensure compliance with Habitat for Humanity International, Habitat for Humanity Colorado, and Secretary of State requirements.
  - Accountable for website, social media, and “Constant Contact” administration.
  - Responsible for the effective recruitment, processing, selection, and support of partner families; work with family selection committee on reviewing homeowner applications; ensure compliance with all government regulations; work with our mortgage origination and servicing company; and acquire HFHI’s Qualified Loan Originator (QLO) training.
  - Attend monthly Berthoud Habitat for Humanity board meetings with report of activities and actions for Board consideration.
- Community Relations
  - Establish and maintain productive relationships with professional, religious, business, media and service organizations in the community, including other Habitat for Humanity Executive Directors; key point of contact for all community relations: press, churches, and Town of Berthoud.
  - Attend Chamber of Commerce meetings as needed to establish and maintain relationships with the Chamber Director and business leaders in the community.
  - Attend group construction activities at the construction site to help oversee volunteers and volunteer needs, including sign up and hospitality.
- Fundraising
  - Oversee all fundraising activities.
  - Work with fundraising chair to conduct at least one successful fundraising event each year
  - Manage fundraising through Colorado Gives Day, Giving Tuesday, social media Donors (Network for Good), Meta, Thrivent, and others.
  - Solicit donations from individuals and organizations.
  - Develop relationships with high dollar donors and focus on planned giving.
- Grants
  - Submit timely applications for all appropriate grants, ensure compliance with grant requirements, and compile final reports as required.
- Other duties as assigned by the Board of Directors

*Due to a potential conflict of interest no current Habitat for Humanity homeowner or approved applicant for homeownership is eligible for consideration for this position.*