Job Description: Director of Programs

| Date:       | July 2023 |
| Reports to: | Executive Director |
| Salary and Benefits: | Habitat for Humanity of Colorado offers a competitive benefits package that includes health and dental coverage, Simple IRA matching contributions, and paid vacation and sick leave. The expected starting salary range for this position is $77,672-$98,328 with consideration given for applicable education and experience above the minimum requirements. |
| FLSA Status: | Exempt |
| Travel:     | 35% |

I. Organization Description

Habitat for Humanity of Colorado (HFHC) 501(c)(3) is a non-profit corporation and an Affiliate Support Organization affiliated with Habitat for Humanity International. HFHC’s purpose is to support access to affordable housing, with a focus on homeownership, by providing programs and services to Habitat Affiliates that are designed to increase their capabilities to serve more households through: advocacy; training and technical assistance; resource development and financing, and resource development and financing. HFHC is a small, tight-knit team focused on adding value to the Habitat for Humanity mission through innovation and service. Our culture is casual, collaborative, creative, and highly team oriented. Team members share ownership of and responsibility for all aspects of the organization’s work including fund raising, public relations, training, advocacy, and administration.

II. Job Summary

The Director of Programs oversees the affiliate training and technical assistance program through developing and implementing strategies, and managing programs and services aimed at increasing the organizational health, capacity, and sustainability of Habitat for Humanity affiliates. In partnership with the Executive Director, the position supports HFHC’s affordable homeownership agenda at the federal, state, and local level through coalition and partnership building, policy review, managing advocacy campaigns and supporting affiliates’ advocacy priorities.

This position serves as part of HFHC’s leadership team and will lead and/or represent HFHC on internal and external committees. As with all HFHC positions, this role will maintain positive
relationships with Habitat for Humanity affiliates, funders, and other stakeholders by reflecting exemplary culture of service.

III. Essential Duties:

TRAINING AND TECHNICAL ASSISTANCE

- **Create and implement annual plan:** Based on needs assessment, create, and implement an annual training plan addressing identified priorities; incorporate a variety of delivery methods and approaches (bi-annual conference, cluster trainings, one-on-one trainings, networking meetings, webinars, etc.)

- **Plan and execute one-on-one trainings, networking, and coaching:** Deliver one-on-one affiliate trainings or arrange for trainers/consultants; schedule and plan training events working with Director of Development on event logistics, provide coaching to affiliate leaders

- **Develop and maintain learning resources:** Collect best practices from affiliates; create or update informational and learning resources for affiliates

- **Provide Technical Assistance:** Assist affiliates in building organizational capacity by providing technical assistance for operational needs and/or directing them to appropriate resources

- **Evaluate training programs:** Collect relevant data to measure effectiveness of programs in meeting learning objectives; improve programs by incorporating lessons-learned; evaluate instructor performance and effectiveness of training programs, providing recommendations for improvement

ADVOCACY

- **Build Coalitions:** Engage in community outreach and build strong coalition partnerships at the state level to advance HFHC’s policy priorities. Serve on external advocacy committees and coalitions to represent affordable homeownership interests

- **Expand Influence:** Elevate Habitat’s reputation as a leading affordable homeownership provider and trusted housing expert. Make recommendations for developing, modifying and/or implementing new or existing legislative advocacy priorities

- **Monitor and Evaluate Legislation:** Analyze the impacts of proposed public policy and legislative and regulatory policy on Habitat for Humanity organizations in Colorado

- **Coordinate Federal Advocacy:** Act as liaison with Habitat for Humanity International’s Government Relations and Advocacy (GRA) Office. Plan and manage HFHC’s engagement in nationwide advocacy campaigns and nationwide events such as Habitat on the Hill
• **Maximize Impact:** Strengthen community and government partnerships in communities Habitat serves. Manage HFHC education and advocacy programs and campaigns, and events to help strengthen our platform.

**RESOURCE DEVELOPMENT**

• **Fund Programs:** Seek and manage funding to support the training and advocacy programs in partnership with the Director of Development.

**IV. SKILLS, KNOWLEDGE, and ABILITIES**

• Strong commitment to Habitat for Humanity of Colorado’s mission and values
• Strong verbal and written communication skills with ability to tailor complex messages for different audiences
• Self-motivated, ability to work independently, handle concurrent tasks and prioritize workload appropriately
• Highly developed organizational skills and meticulous attention to detail
• Strategic and creative thinker with excellent problem-solving skills
• Excellent interpersonal skills; ability to establish and maintain good working relationships with a variety of people and personalities
• Flexible and adaptive work style with the ability to thrive in a growing, innovative, mission-driven environment

**V. Education, Experience, and General Requirements**

• Bachelor’s degree, Master’s preferred with a focus in Training and Development, Education, Non-Profit Management, Organizational Development, Human Resources, Business, Organizational Psychology, or related field
• 10 or more years in a senior/executive leadership role in the nonprofit sector
• Demonstrated experience in strategic planning, group process facilitation and designing training materials
• Experience in coalition building with a diverse group of stakeholders
• Experience with affordable housing or nonprofit management preferred
• Must have a valid driver’s license and access to reliable transportation allowing for travel, some weekends and overnight stays will be required

**VI. Physical Requirements and Working Conditions**

• This position will require sitting at a computer for extended periods of time and the ability to type and talk on the phone. Throughout the day, employee will move around the office to perform various tasks. Must be able to lift up to 15 pounds from time to time.
The position will primarily be located indoors at the Habitat office, a climate-controlled space with frequent personal interactions. The employee should be prepared to attend meetings and other events at locations other than Habitat’s office location, with periodic travel; evening and weekend work may be required at times.

VII. Salary and Benefits
Habitat for Humanity of Colorado offers a competitive benefits package that includes health and dental coverage, Simple IRA matching contributions, and paid vacation and sick leave. The expected starting salary range for this position is $77,672-$98,328 with consideration given for applicable education and experience above the minimum requirements.

Disclaimer: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Habitat for Humanity of Colorado is dedicated to the principles of equal employment opportunity and prohibits unlawful discrimination and harassment on the basis of age, race, sex, color, religion, creed, national origin or ancestry, disability, marital status, military status, genetic information, sexual orientation, gender identity/variance, or any other status protected by applicable federal, state or local law.

To apply please email cover letter and resume to karen@habitatcolorado.org. Please no phone calls.