



JOB DESCRIPTION

Apply To: meghan@lovelandhabitat.org	Last Revision: August 2023
Salary Range: \$95,000-\$115,000 annually	Job Title: Executive Director
Department: Executive	Reports To: Board of Directors

Purpose of the Job

The Executive Director provides overall managerial leadership to the affiliate in accordance with the directives, policies and objectives set by the affiliate board of directors. The Executive Director accepts the covenant of Habitat for Humanity and is a leading advocate of the affiliate in regard to fulfilling the mission and vision statements. The Executive Director is a nonvoting, ex-officio member of the board of directors. Key areas of focus include administration, finance, fund raising, community relations, personnel management, and working closely and in cooperation with the board of directors and committees.

Qualifications

- Bachelor's degree required (Master's degree preferred) in non-profit management, Business Administration or comparable Degree
- Five years to ten years non-profit management experience required
- Nonprofit management experience required
- Experience with development and oversight of budget creation, financial management and reporting responsibilities for state and federal regulations
- Effective verbal, interpersonal and written-communication skills

Areas of Responsibility

- Business Administration
 - Ensure local and international Habitat for Humanity policies are faithfully observed and implemented
 - Oversight of these positions includes hiring, reviews, training, and compliance oversight
 - Foster teamwork and act as a liaison between staff, volunteers and board members
 - Continually look for opportunities to help the affiliate achieve its mission of providing affordable and decent housing
- Board Support
 - Set agenda for Board meetings and provide applicable reports to the Board

- Involve, assist and be a resource for the various committees of the board
- Financial Management
 - Directs and coordinates formulation of financial programs to provide funding for continuing operations
 - Develop the yearly budget with key staff and the finance and executive committees
- Fundraising and Community Relations
 - Pursue grants from foundations, government entities, Habitat International, and Habitat Colorado in support of the approved plans of the affiliate
 - Work with the Affordable Housing Task Force, City staff and City to advocate and develop recommendations or policy changes to increase awareness and production of affordable housing
 - Attend meetings involving low-income housing in the community
- Human Resources
 - Manage the Loveland Habitat staff including administrative office staff; the construction manager; and the ReStore Manager
 - Oversee human resources and the administration of benefits for all staff. This includes managing health insurance, and other insurances including: eye, dental, and life