



PO Box 1003., Lafayette CO 80026

EXECUTIVE DIRECTOR

Overview

Job Title: Executive Director

Reports to: Board of Directors – Flatirons Habitat for Humanity (FHFH)

FSLA Status: Exempt

Pay Range: \$90,000 - \$115,000 annually – Full-time

Job Location: Broomfield, CO

Benefits: 401K Match, Health Insurance, Dental Insurance and Vision Insurance, Disability Coverage, Generous PTO

Start Date: April 2024

Apply to: HabitatFlatirons@gmail.com

Organization Vision: A world where everyone has a decent place to live. At Flatirons Habitat for Humanity, we know that a world in which every person has a decent place to live is also a more educated and equitable world. By creating opportunities for affordable homeownership, we strengthen families and communities.

Organization Mission: To build strength, stability, self-reliance, and shelter. Flatirons Habitat for Humanity (FHFH) partners with the people in our community - and across the world - to help them build or improve a place they can call home. Habitat homeowners build their own homes alongside volunteers and pay an affordable mortgage. With the support of our volunteers, partners, and donors, Habitat homeowners achieve the strength, stability, and independence they need to build better lives for themselves and for their families.

Organization History: Flatirons Habitat was chartered as a Habitat for Humanity International affiliate in 1993. Our first homeowners, the Portillos, moved into their Habitat home on May 21, 1994. Since then, we have served nearly 100 families in the Boulder-Broomfield area by building, repairing, and rehabilitating homes. FHFH is embarking on its next chapter with the completion of a new modular home factory opening in 2024.

Positions Reporting to the Executive Director: Chief Operating Officer, Construction Project Manager, Family Services Manager and Resource Development Director (currently vacant)

Major Responsibilities: The Executive Director provides overall operational leadership in achieving the organization's mission and directing the day-to-day activities of Flatirons Habitat for Humanity. This is to be achieved in accordance with Habitat's stated purpose and in such a manner that optimizes the desired results. The Executive Director works with the Board of Directors to develop a plan for achieving the organization's mission, strategy, annual goals and objectives, and then directs the staff and operational components of the organization toward the achievement of these goals. Responsibilities include fundraising, community relations and awareness-raising, financial management, strategic planning, staff supervision and leadership, and serving as a liaison with both the board of directors and municipal partners.

Essential Duties and Responsibilities: (Other duties may be assigned)

Administration and Management

- Oversee implementation of affiliate policies and procedures for the affiliate, outlying community extensions and ReStore (FHFH's retail resale store). Responsible for public accountability of the organization and implementation of policies adopted by the Board.
- Serve as the communication link between the Board, the Executive Committee, and other cooperating committees.
- Supervise and assess performance of all long- and short-term staff. (Affiliate, ReStore, Modular Factory, VISTA, AmeriCorps, interns, etc.) Performs screening, hiring and termination of staff.
- Maintain a close working relationship with the Construction Manager(s), including working knowledge of site and factory process to ensure that houses are built within time and budgetary parameters.
- Provide oversight to Habitat ReStore by coordinating with the ReStore Director to see that the policies, procedures, goals, and mission of the ReStore are effectively carried out.
- Authorize expenditures within the guidelines set by the Board of Directors.
- Consult with Treasurer and Bookkeeper on payment of bills and other financial reports as needed for Board Meetings, grants, and funding sources.

Board Communication

- Prepare agenda for Executive Committee meetings with the Board Chairperson.
- Prepare monthly report for Board of Directors Meeting.
- Assist the Board with long-term planning through the creation and implementation of a Strategic Plan.
- Assist Board/nominating committee in recruiting and training new Board members.

Resource Management and Development

- Oversee the creation of the Annual Fund Development Plan.
- Be the “face” of FHFH in cooperation with the Resource Development Director
- Assist Fund Development Committee in identifying funding and grant sources.
- Provide leadership for solicitation of major gifts, including identifying and meeting with major corporate and individual donors.
- Cultivate in-kind materials and land donations whenever possible and report all real and potential donations to appropriate committee chairperson.
- Assist Finance Committee in developing the yearly budgets.
- Serve as Liaison to secure and assist with annual audit.

Construction

- Oversees the planning, design and approvals of Board approved developments including the modular construction facility, residential units constructed in the modular construction facility, the Ponderosa community and Violet homes.
- Facilitates the construction of dwellings through the coordination of volunteers and paid personnel.

Public Relations

- Serve as primary spokesperson for the organization.
- Expand FHFH visibility and partnerships in the community. This would include outreach to all local religious, business, civic and volunteer organizations, foundations or other charitable giving organizations as well as other government and non-government housing and human services organizations.

Board Communication

- Prepare agenda for Executive Committee meetings with the Board Chairperson.
- Prepare monthly report for Board of Directors Meeting.
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Basic Position Requirements

- Previous experience in non-profit management or other relevant management experience preferred (including but not limited to real estate development management, construction project management, and/or modular building experience)
- Able to meet deadlines and effectively manage complex projects.
- Highly proficient with Microsoft Office and social media platforms
- Effective verbal, interpersonal and written communication skills.
- Demonstrated leadership abilities and strong organizational skills.

- Ability to establish, foster and maintain effective working relationships with the Board of Directors, staff, volunteers, the public, local City government, and community service agencies.
- Ability to create a long-term vision and provide leadership.
- Knowledge of fundraising principles and processes and the ability to develop working relationships with potential funding sources.
- Ability to identify and resolve problems in a timely manner, gather and analyze information skillfully, and effectively lead by displaying sound and accurate judgment.
- Ability to communicate FHFH program and mission clearly and persuasively in a variety of settings and to a variety of constituencies.
- Knowledge of the home and/or modular construction process, safety procedures, and the use of equipment and materials.

Salary and Benefits

- FHFH offers a competitive benefits package including 401K match, insurance package including health, dental and vision, disability coverage and generous PTO
- Starting salary range: \$90,000-\$115,000 annually / Full-time

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.

FHFH 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 HabitatFlatirons@gmail.com

Please no phone calls.