



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

Essential Job Functions

Essential functions are those tasks, duties and responsibilities that comprise the means of accomplishing the job's purpose and objectives. Essential functions are critical or fundamental to the performance of the job. They are the major functions for which the person in the job is held accountable. The following are the essential functions of the job.

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
- Implement and manage the goals and budgets established by the board of directors

- Work with the construction manager to establish construction schedules and budgets for building projects; This is done at the beginning of each calendar and fiscal year to ensure that fee waivers are used during the correct time
- Communicate with the state and national Habitat for Humanity offices and participate in appropriate meetings
- 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
- Administer and manage daily office operations
- Consult with attorneys to navigate legal issues

Board Support

- Set agenda for Board meetings and provide applicable reports to the Board.
- Participate in developing strategic planning sessions
- Involve, assist and be a resource for the various committees of the board
- Collaborate with the finance committee and or the board to strategize land acquisition

Financial Management

- Directs and coordinates formulation of financial programs to provide funding for continuing operations
- Authorize expenditures within the budget approved by the board and advise the finance committee regarding budget issues and successes
- Develop the yearly budget with key staff and the finance and executive committees
- Work with the accounting manager to track and report information for total payroll

Fundraising and Community Relations

- Assist the Development Director with the Development and implementation of annual fund-raising plan
- Work with the fundraising committee and the appropriate staff members to continually develop funding to attain goals
- Develop and refine fund raising strategies
- Pursue grants from foundations, government entities, Habitat International, and Habitat Colorado in support of the approved plans of the affiliate.
- Coordinate with the Homeowner Service Director to provide required documentation to access specific Habitat Colorado grants
- Engage with the City of Loveland to negotiate fee waivers and resources available
- Manage grants requirements and submit necessary reports on specific grants.
- Develop and promote new programs
- Provide visibility and advocacy for the affiliate in the Loveland community
- Represent the organization to churches, service clubs, and civic leaders
- Attend meetings involving low-income housing in the community

- Partner/collaborate with other non-profit organizations to better serve the community
- 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

Human Resources

- Manage the Loveland Habitat staff including administrative office staff; the construction manager; and the ReStore Manager
 - Help resolve human resources issues to conform to basic employee law
 - Work with employment professionals/attorneys to make certain proper protocol is being followed
 - Oversee human resources and the administration of benefits for all staff. This includes managing health insurance, and other insurances including eye, dental, and life.
 - Act as administrator for the Individual IRA Program
- Attend monthly staff meetings, organizational training, etc. Perform other related duties as assigned.

Job Type: Full-time

Pay: \$95,000.00 - \$115,000.00 per year

Benefits:

- 401(k)
- Dental insurance
- Health insurance
- Paid time off
- Vision insurance

Schedule:

- 8-hour shift
- Monday to Friday

Ability to commute/relocate:

- Loveland, CO: Reliably commute or planning to relocate before starting work (Required)

Willingness to travel:

- 25% (Preferred)

Work Location: In person