



Building Strength, Stability, and
Self-Reliance through Shelter.

Job Description: Executive Director

\$90,000 - \$120,000 BOE FTE
Employer match retirement @ 3%
ICHRA health insurance option
Technology stipend
Generous and Flexible PTO

Overview:

Summit Habitat for Humanity (SHFH) is seeking an experienced and dynamic Executive Director to lead our organization in advancing its mission of providing affordable housing solutions in Summit County, Colorado. The Executive Director will play a critical role in overseeing all aspects of organizational operations, with a focus on resource development, fundraising, and program management. The ideal candidate will possess strong leadership skills, strategic vision, and a passion for creating positive change in the community.

Responsibilities:

1. **Resource Development and Fundraising:** Lead fundraising and development efforts to secure financial support for SHFH's programs and initiatives. Develop and implement comprehensive fundraising strategies, including donor cultivation, grant writing, special events, and corporate partnerships.
2. **Program Management:** Manage SHFH's programs and initiatives, including home construction, homeowner services, and community outreach. Ensure that programs are aligned with organizational goals and effectively meet the needs of the community.
3. **Financial Management:** Oversee the financial management of SHFH, including budgeting, financial reporting, and compliance with regulatory requirements. Ensure effective stewardship of organizational resources and financial sustainability.
4. **Stakeholder Engagement:** Cultivate strong relationships with stakeholders, including board members, staff, volunteers, donors, and community partners. Represent SHFH externally and serve as a spokesperson for the organization.

Mailing Address:
PO Box 4330
Breckenridge, CO 80424

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Physical Address:
1291 Blue River Parkway
Silverthorne, CO 80424

5. Mortgage Lending and Housing Expertise: Utilize expertise in mortgage lending, real estate development, or construction to support SHFH's housing initiatives. Work collaboratively with partners to identify and secure suitable mortgage products for program applicants.

6. Organizational Development: Lead efforts to enhance organizational capacity and effectiveness. Recruit, develop, and mentor staff and volunteers to ensure a high-performing team.

7. Strategic Leadership: Provide visionary leadership and strategic direction to SHFH, guiding the organization in achieving its mission and goals. Develop and implement long-term strategic plans in collaboration with the Board of Directors.

Qualifications:

- Bachelor's degree in nonprofit management, business administration, public administration, or a related field; Master's degree preferred.
- Minimum of 5 years of senior leadership experience in nonprofit management or related field, with a focus on community engagement, resource development, and financial management.
- Proven track record of success in fundraising and development, including donor cultivation, grant writing, and corporate partnerships.
- Experience in mortgage lending, real estate development, or construction preferred.
- Strong strategic planning, organizational, and financial management skills.
- Excellent communication, interpersonal, and relationship-building abilities.
- Commitment to the mission and values of SHFH.

Application Process:

Interested candidates should submit a resume and cover letter to:
AD.KnudsenConsulting@gmail.com.

Applications will be reviewed on a rolling basis until the position is filled.
Only qualified candidates will be contacted for interviews.

Summit Habitat for Humanity is an equal opportunity employer and encourages applications from individuals of all backgrounds. We are committed to creating a diverse and inclusive workplace where all employees feel valued and respected.



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