



PO Box 1197 | Alamosa, CO 81101 | [www.slvhabitat.org](http://www.slvhabitat.org)

**San Luis Valley Habitat for Humanity, Alamosa CO is seeking an Executive Director to provide leadership and promote the vision and growth of the affiliate.**

**Location:** The San Luis Valley is the world's largest alpine valley, covering 8,000 square miles of high-altitude desert in rural south-central Colorado. At 7,665 ft elevation, the San Luis Valley extends 125 miles by 65 miles, a vast, flat, treeless basin. Embraced by the 14,000 ft peaks of the Sangre de Cristo and San Juan Mountains, the Valley is known for the Rio Grande Headwaters, agriculture, extremely cold winters and the Great Sand Dunes National Park. The Valley receives 7" of annual precipitation, extreme temperature shifts, strong spring winds, 90-day growing season and abundant sunshine.

**Position:** The Executive Director embodies a deep understanding and commitment to the global mission of Habitat for Humanity and is responsible and accountable for the effective and efficient financial, operational, and administrative management and performance of the affiliate. The Executive Director provides leadership in accordance with the policies, objectives and directions of the Board of Directors and Habitat for Humanity International to promote the overall vision, direction, health and growth. 30-40 hours per week, annual salary \$35,000-\$45,000 for 30 hours

**Training and Experience:** Bachelor's degree in nonprofit administration, public relations, business, marketing or similar field, and five years paid experience working with a nonprofit organization. Excellent people, oral and written communication skills.

#### Organization Management & Development

- Have a deep understanding and commitment to the global mission of Habitat for Humanity
- Have the ability to communicate clearly and effectively the program, mission and vision in a variety of settings to a variety of constituencies
- Demonstrate strong leadership abilities and organizational skills and foster positive communications and sound working relationships with staff and volunteers
- Establish positive partnerships with applicant families, donors and other community organizations

#### Family Selection & Nurture

- Effective recruitment, processing, selection, and support of partner families during the application process, throughout construction and the mortgage period
- Knowledge of Mortgage Loan Origination and Mortgage Procedures

#### Fundraising & Public Relations

- Have a strong knowledge of fundraising principles and processes and the ability to develop working relationships with potential funding sources
- Build positive visibility of the affiliate; develop and generate funds and resources for operations through researching various sources, working on proposals to a various organizations; working closely with Habitat for Humanity CO; ensuring adequate funds and resources are available to permit the organization to carry on its mission
- Expand visibility and partnerships to raise public awareness and further develop community support
- Develop and implement strategies for increasing communication, outreach, volunteer activity, and financial and volunteer support from churches, community organizations and other groups
- Serve as spokesperson for the affiliate
- Have effective verbal, interpersonal and written communication skills

San Luis Valley Habitat for Humanity  
Executive Director Position

**Skills, Knowledge and Abilities**

- Basic understanding of the house construction process and safety procedures
- Ability to create a positive, encouraging environment which inspires, attracts and motivates staff
- Maintain a working knowledge of developments and trends in the field, including Habitat for Humanity International, Habitat for Humanity CO and other entities with similar goals and vision
- Ability to establish and maintain positive working relationships with the Board of Directors, staff, volunteers, applicant families, public, government entities, funders, and community agencies.
- Ability to organize, plan, and implement activities appropriate to further organizational goals
- Foster Team Building
- Be a good listener and be able to engage in well-considered discussions
- Criminal Background and Credit Checks will be performed
- Valid driver's license, reliable transportation and willingness to travel

Send resume, cover letter, any questions to the San Luis Valley Habitat for Humanity Board of Directors  
email: [board@slvhabitat.org](mailto:board@slvhabitat.org)