



P.O. Box 2179, Durango CO 81302-2179
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Position:	Executive Director	FLSA Status: Exempt
Reports to:	HomesFund Board of Directors	Date Posted: 2/1/2024
Location:	Durango, Colorado	Salary Range: \$90,000 - \$110,000

ORGANIZATION SUMMARY:

HomesFund is a 501c3 nonprofit organization as well as a Community Development Financial Institution (CDFI). The HomesFund mission is to build diverse and resilient communities by supporting the development of affordable housing programs and empowering residents with the financial resources and educational tools to achieve homeownership in Southwest Colorado. HomesFund seeks an Executive Director to lead the organization in implementation of all programs and activities that promote HomesFund's mission.

ESSENTIAL JOB FUNCTIONS:

- Create and maintain policies, procedures, goals, funding, and reports for the Homebuyer Education, Housing Counseling, Mortgage/Downpayment Assistance, and Manufactured/Mobile Home Loan programs.
- Implement the existing strategic plan and lead the creation of an updated strategic plan.
- Create and administer deed restriction and other unit-specific programs that facilitate affordable homeownership.
- Oversee and manage the HomesFund staff, ensuring that they provide exceptional service to clients.
- Supervise staff in accordance with all policies and applicable laws when interviewing, hiring, training, assigning and directing work, appraising performance, disciplining, and terminating employees.
- Prepare an annual budget for board approval and manage the agency's expenses according to the approved budget.
- Raise funds through identifying new funding sources and maintaining existing funder relationships.
- Ensure compliance with funding source requirements for all programs.
- Maintain organizational status as a CDFI and complete and file all CDFI related reports.
- Maintain positive and collaborative relationships with community partners including local, state, and federal government entities, funders, local employers, and others.
- Communicate and collaborate with the HomesFund Board of Directors regarding all aspects of the HomesFund financial, program, political, and other activities.

EXPERIENCE REQUIRED:

- A bachelor's degree in a related field.
- A minimum of 5 years of experience with mortgage lending, nonprofit organizations, or affordable housing.
- National and State of Colorado Mortgage Loan Originator License or ability to obtain a license in the first 6 months of employment.
- Proven successful track record of writing and securing grants.
- Demonstrated passion for the HomesFund mission.

BACKGROUND AND CREDIT CHECKS WILL BE PERFORMED.

To Apply: Please send a resume, cover letter, and a list of three references to Veniece Fagerlin at Info@homesfund.org. Once we receive your email, we will send you a confirmation email.