



Job Announcement

CARE Housing, Inc., a nonprofit corporation serving the housing needs of low income working families in Fort Collins, Colorado, seeks an Executive Director with demonstrated knowledge and experience in housing administration, housing development, and comprehensive leadership and managerial expertise necessary to direct all operations of CARE Housing. Considerable knowledge of community fund raising, federal grant applications, governmental and LIHTC financing, budgeting and accounting is essential. Experience with CHFA or comparable state finance agency is preferred.

The candidate must have a minimum qualification of a Bachelor's Degree (Masters preferred) and six (6) years management. The Executive Director reports to a volunteer Board of Directors, oversees a staff of 9 and is responsible for the day-to-day operations of the organizations and oversight 239 LIHTC /RD units with an additional 153 planned.

The salary is negotiable and will be commensurate with qualifications and experience of the successful applicant. CARE offers an excellent employee benefit package and is an EOE.

Interested candidates should submit a cover letter outlining qualifications for the position, emphasizing particular strengths of the applicant, together with a resume and at least three (3) references to:

**Mr. David Frick
Search Committee Chair
dfrick@carehousing.org
PO Box 270460
Fort Collins, CO. 80527**

Applications should be received by August 15, 2010.

**JOB DESCRIPTION
EXECUTIVE DIRECTOR
CARE Housing, Inc.**

CARE Housing, Inc., a nonprofit Community Housing Development Corporation (CHDO) serving the housing needs of low-income working families in Fort Collins, and Windsor Colorado, seeks an Executive Director. CARE currently owns and manages \$16 million in assets consisting of 239 affordable housing units with plans to build an additional 153 units.

MISSION STATEMENT

The mission of CARE is to advocate for and provide affordable housing to low income working families, with supportive services to strengthen and empower families, and build community.

CARE is a nonprofit organization that builds affordable housing for low-income working families. CARE targets people earning near a minimum wage who struggle to provide basic needs such as food, clothing and shelter for themselves and their family. Through a unique partnership of public, private and with expertise in finance, housing, business, social service and building construction, CARE assists in providing homes for low and low-moderate income families. Part of this mission is to advocate for more affordable housing and to educate the public and elected leaders about housing issues and the impact the assistance can have on low income families as well as our community. CARE also promotes self-sufficiency and healthy neighborhood relations for its tenants.

Job Summary

Working under the general direction of the Board of Directors of CARE Housing, Inc., the Executive Director leads the agency in its mission. The Executive Director also identifies and addresses the changing housing needs of an un-served and inadequately served population through advocacy, public education and/or direct service. The Executive Director directly supervises three senior staff members, and engages in fund raising, long-range strategic planning, program evaluation, fiscal management and public relations.

Duties and Responsibilities

- With the Board of Directors, ensures that the Mission Statement is implemented throughout all facets of the organization.
- Raises funds through the presentation of proposals to federal, state, local and private funding bodies. Also participates with the Board in fund-raising activities.
- Works with the Board of Directors and with committees of the Board, and has direct responsibility for staffing Board Committees. With the President of the Board, prepares the agenda for Board meetings, and with the respective committee chairs, prepares the agenda for committee meetings.

- Executes all policies as determined by the Board of Directors. Keeps the Board apprised of changes in services, and any possible impact resulting from those changes.
- Works with the Finance Officer to provide oversight of fiscal management.
- Works with senior management staff to develop annual budgets.
- Works with various groups to inform legislators and other policy makers of affordable housing and related issues, to facilitate informed decisions.
- Builds and maintains an effective working relationship with other housing/human service agencies, local faith communities, and state and government entities, e.g. Colorado Housing and Finance Authority, Affordable Housing Coalition of Larimer County, City of Fort Collins, Colorado Division of Housing, CDBG, HOME, Federal Home Loan Bank of Topeka and the Boettcher and El Pomar Foundations.
- Educates the general public, organizations, and the press regarding the need for affordable housing in Larimer County, and advocates for low income people especially in their need for affordable housing.