

WEST MOUNTAIN REGIONAL HOUSING COALITION

The newly formed West Mountain Regional Housing Coalition is seeking an individual, on a contract basis, to help our organization move to the next level of tackling regional housing challenges. We're looking for someone who is flexible, interested in learning, innovative and wants to have fun and take on big challenges without a clear roadmap.

If you have some, but not all of the qualifications, please consider applying for this role. We'd love to talk with you! Please send questions and letters of interest to Ashley.Pearl@PitkinCounty.com. First round of resume review will occur on June 16, 2023, with the position open until filled.

PROGRAM DIRECTOR SCOPE OF WORK

Organization Description

West Mountain Regional Housing Coalition (WMRHC) is a 501(c)3 nonprofit organization *dedicated to developing and implementing a regional approach that leverages the skills and resources of our communities to increase affordable housing in Pitkin, Garfield and South West Eagle Counties.* WMRHC serves those working for or retired from local employment who are unable to afford free market housing and where housing costs represent 30% or more of their household income. WMRHC is governed by a board of directors that includes representatives from local governments across the Roaring Fork Valley, at-large community representation, and local business representatives. More about WMRHC can be found on the Coalition's website <https://www.wmrhousing.org/>.

GOALS OF THE ORGANIZATION:

1. Increase the number of new or converted affordable housing units.
2. Increase the number of households benefiting from WMRHC programs.
3. Increase the amount of funding for WMRHC from diverse funding sources.
4. Develop a brand identity.
5. Ensure a strong and resilient board and staff.

Position Description

WMRHC is seeking to contract a Program Director to lead and administer the implementation of key operational, programmatic, and governance support functions in the start-up phase of this collaborative nonprofit organization. This role will serve to strengthen the operational and governance capacity of the organization through successful execution of current initiatives, readying the organization for future opportunities to advance the strategic plan goals outlined above.

Pay Structure

This position is a contract position with the opportunity for contract to hire in the future. For the years 2023-2024 monthly contract billing up to 80 hours per month at a range of \$100 - \$150 per hour, depending on experience and qualifications.

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Position Duties

Duties and responsibilities of this role include, but are not limited to: administrative tasks, board and committee meeting coordination and facilitation, contract oversight and management, partnership creation and management, and budget and fundraising administration. This position is expected to work up to 80 hours per month, flexible based on board, committee and partner meeting requirements.

Contract and Budget Administration

- Partner with the Board Treasurer to monitor, track and report the organization's financial position monthly.
- Review, approve and retain required documentation for revenue & expenditures.
- Donation processing – deposit, recording, reporting, gift acknowledgement.
- Contract Management – serve as the single point of contact for all WMRHC contractors and their projects to ensure timely, effective and efficient execution of contracts.

Project Management and Program Implementation

- Develop and implement programs, in alignment with the strategic plan, funding availability and Board directed priorities, including program elements identified on the organization's website: <https://www.wmrhousing.org/programs>

Support Board Management

- Partner with the Board Chairs and board members to prepare for and facilitate board meetings.
- Support committee chairs and committee meetings.
- Maintain all governance materials.

Organization Representation

- Serve as the single point of contact for all in-bound and outbound communications on behalf of the organization, in consultation with the Board Chair(s) as needed.
- Serve as the organization's public facing representative to local government staff and elected officials, private and nonprofit partners and funders, coordinating with board members for representation when and where appropriate.

Qualifications

Preference will be given to locally-based candidates with demonstrated nonprofit and project management experience, capable of independently executing on the activities outlined above. Bi-lingual language proficiency preferred but not necessary. Previous experience working in the housing sector is not required.