



## Position Announcement Executive Director

### **About Headwaters Community Housing Trust**

Headwaters Community Housing Trust is dedicated to expanding the supply of homes that local residents can afford. Bozeman has responded to its housing crisis with more and more rental product, which is important. The community also needs homeownership opportunities affordable to its workforce.

Headwaters' vision to provide homeownership opportunities is now seen and celebrated in the Bridger View neighborhood next to Story Mill Community Park. Bridger View's 62 homes are owned by teachers, nurses, employees of small and large businesses, local government, and non-profit organizations, all vital to Bozeman's prosperity. They found homeownership at prices they could afford in a neighborhood making efficient use of Bozeman's limited water supply. Bridger View is also helping the community move toward an all-electric, energy efficient, and walkable and bikeable future. As Bozeman grows, Headwaters is committed to sustaining its human and natural resources.

People are asking for more of what Bridger View has delivered – a neighborhood where residents thrive and homes built for the future will forever remain priced at levels locals can pay.



**Bridger View neighborhood**

### **The Opportunity**

We would love to hear your interest in becoming our Executive Director if you are inspired by the opportunity and challenge to spur investments and partnerships that will generate more of the benefits the Bridger View neighborhood has proven are possible.

The stakes could not be higher. Even with significant incomes, a growing number of Bozeman residents, are being forced to leave our community when they cannot find homes they can afford to purchase, eroding Bozeman's resilience and prosperity.

The Headwaters Community Housing Trust is seeking an Executive Director to lead the organization's important next phase. The successful candidate will demonstrate outstanding interpersonal skills and a talent for articulating a compelling and persuasive vision. As the Executive Director you will need to develop partnerships with employers, developers and the public sector to expand the supply of quality, sustainable homes and neighborhoods that meet the needs of Bozeman's workforce.

The Executive Director will regularly update and refine the organization's strategic direction in conjunction with the Board of Directors, and will be responsible for fundraising, elevating the community's understanding of Headwater's mission, building relationships, and assuring the operational and financial soundness of a start-up organization.

- Position Location: Bozeman, Montana
- Office: Headwaters currently maintains an office in downtown Bozeman
- Desired Start Date: June 2024
- The position is a full-time role which reports to the Board of Directors.
- Compensation: base salary \$100,000 plus generous benefits, negotiable based on candidate's experience.

The successful candidate will be passionate about the challenges of forging new partnerships and sources of funds to help Bozeman keep its workforce and grow in a sustainable manner. This is a dynamic position that can move Bozeman in a better direction.

## **Primary Responsibilities**

### Leadership and Advocacy

- Represent the organization in the community to promote its mission and enhance its profile.
- Create partnerships with employers, developers and local government to expand Bozeman's supply of below-market homes.
- Build Headwaters' relationships with local, state and regional housing advocates.
- Advocate for policies and programs that promote affordable homeownership, sustainable homes and neighborhoods, and permanence of affordability.

### Fundraising & Financial Management

- Develop an annual fundraising plan and direct its implementation.
- Serve as primary fundraiser for the organization with support from board and staff.
- Oversee all financial reporting activities of the organization.
- Prepare an annual budget, monitor monthly cash flow, and provide regular reports to the Board.

### Organizational Development

- Work with the board to update, implement, and regularly assess a strategic plan to guide the organization.
- Foster an effective and collaborative relationship with board members, committees, and staff.
- Build and develop organizational capacity.
- Lead a positive work culture with clear roles, shared purpose and collaboration.

### Operational Management

- Lead development of Headwaters' program goals, strategies, and messaging.
- Develop an annual organizational work plan.
- Manage staff and contractors.
- Track and report Work Plan results to board.
- Ensure the operations of the organization are carried out ethically in accordance with the organization's bylaws.
- Develop and implement human resources policies, procedures and practices.

## **Ideal Knowledge, Skills, and Experience**

- Five years experience at the executive or management level.
- Ability to communicate the mission and purpose of Headwaters to all audiences.
- Proven fundraising success.
- Experience in economic development preferred
- Comfort navigating a digital workspace.
- Bachelor's or graduate degree or equivalent work experience.
- Understanding and empathy for the challenges faced by Bozeman's workforce and employers.

## **How to apply**

Applications, including a resume, letter of interest, and list of references, should be submitted via email to [EDSearch@HeadwatersHousing.org](mailto:EDSearch@HeadwatersHousing.org) by April 1, 2024.

We want to find the best candidate for the job, and encourage you to apply even if you don't meet every qualification. We especially want to hear from you if you share our passion for preserving Bozeman's vitality through providing places to live where residents can thrive.

## **Learn more about us:**

[Headwaters Community Housing Trust website](#)  
[Bridger View website](#)

Videos:

<https://vimeo.com/showcase/8581326>