

**Position:** Executive Director  
**Status:** Exempt/Fulltime  
**Reports to:** MDHI Board of Directors  
**Location:** Remote/Denver



**Job Posting Closes:** August 11, 2024, or until filled

**Interview Process:** For candidates who move forward in the process, there will be two rounds of panel interviews with members of the MDHI Board of Directors/Hiring Committee. Interview questions will be provided to candidates ahead of time. A third and final round, in which candidates may be asked to prepare a brief presentation, will be conducted jointly by members of the MDHI Board of Directors and MDHI staff.

**Success/Impact Statement:** The Executive Director will promote a clear and actionable strategy of how to solve homelessness throughout the seven-county region; advance partnerships and collaboration to increase housing opportunities and services; use data to address inequity, guide decision-making, allocate resources, and improve accountability; and provide courageous leadership that includes input from people experiencing homelessness and honors the organization's commitment to solving homelessness. Under the supervision of the MDHI Board of Directors, the Executive Director will administer, direct, and coordinate all administrative, financial, operational, and management activities of MDHI.

#### **WHY MDHI:**

- **Opportunity to lead an experienced and talented team of 28 as it continues to grow and coordinate the region's response to homelessness.**
- **Lead innovation and improvement for the System level response to solve homelessness in Metro Denver**
- **Collaborate with new and existing partners to set vision and goals for solving homelessness in Metro Denver**

#### **Overview:**

Join the work to end homelessness in Metro Denver! The Metro Denver Homeless Initiative (MDHI) is a nonprofit organization with over 20 years of leadership in addressing homelessness in the seven-county region (Adams, Arapahoe, Boulder, Broomfield, Denver, Douglas, and Jefferson). MDHI is an organization that values diversity and we encourage people from all backgrounds to join our team. As an employer, we are committed to ensuring equity is applied to all employment policies, procedures, and decisions. This is consistent with the MDHI's goal of achieving and ensuring diversity in the workplace and equity within the Metro Denver Continuum of Care.

MDHI is also a remote work environment. While we do maintain a small office in downtown Denver, most of our work happens remotely. Some of our positions are located remotely in Denver due to meeting with partners in real life as needed, while others can be located anywhere in the U.S. Part of our culture is the ability for staff to operate effectively in a remote environment. We recognize remote work is not for everyone and encourage applicants to consider the work environment in which they operate best. Additionally, MDHI is a system's level organization that is swiftly changing, adapting, and growing to meet the needs of those experiencing homelessness in our region. Becoming part of this work requires a growth mindset and a high comfort level with change. Lastly, all roles within MDHI are grant funded positions. This means they are contingent on the continued support of funding from our partners.

**As Executive Director, you will:**

### **Continuum of Care (CoC) Leadership and Management**

- Oversee CoC administration in accordance with the U.S. Department of Housing and Urban Development (HUD) Interim Rule and other published CoC requirements, including oversight of the annual HUD Notice of Funding Opportunity (NOFO), Point in Time, Housing Inventory Count, and other required activities.
- Monitor and implement all new HUD CoC requirements
- Oversee implementation and enhancement of the regional coordinated entry system
- Address racial inequity throughout the Continuum of Care (CoC). Establish antiracist policies and practices within MDHI's internal operations and throughout CoC processes. Specifically, increasing the participation of people representing marginalized groups in decision making processes.
- Improve information-sharing with public and private organizations at the federal, state, and local level
- Monitor legislative and legal actions at the federal, state, county and city level which may impact people experiencing homelessness and communicate to Board of Directors and partners as appropriate
- Develop and maintain collaborative, effective partnerships to raise awareness of the issues related to homelessness
- Support the Board of Directors in the conduct of their fiduciary and leadership responsibilities through open and timely reporting and effective communication

### **Development and Communication**

- Expand and diversify MDHI's revenue sources to increase the agency's financial stability. Lead efforts to organize and educate regional funders on what works to solve homelessness.
- Formulate strategies to increase housing opportunities and funding for appropriate support services through both increased funding and strategic allocation of current resources
- Organize and implement the agency's grants management process to meet funder regulations and grant performance goals
- Provide reliable, evidence-based data and research-based best practices for use in decision making by the region's government, nonprofit, business, and research-based entities

### **Financial and Human Resource Management**

- Manage organizational growth and change. Foster a healthy and positive organizational culture.
- Lead the development of the annual agency budget for submission to the MDHI Board for review and approval
- Monitor MDHI's financial performance against annual budget, notify Board of changes in MDHI's financial position, and recommend strategies to maintain MDHI's financial stability
- Oversee auditor selection process, preparation of documentation for annual audit, and audit completion process (including completion and submission of Form 990)
- Ensure adherence to organizational policies and procedures, including financial and personnel policies, and conduct annual policy review

### **Partnerships and Collaboration**

- Promote collaborative leadership at all levels of government and across sectors
- Promote inclusive decision-making and authentic collaboration

- Design and conduct Continuum of Care meetings that engage, educate, and motivate a broad spectrum of community stakeholders toward best practices to solve homelessness in the seven-county region
- Increase stakeholder (CoC membership) involvement in all facets of MDHI activities and functions
- Other duties as assigned by the MDHI Board

**Required Experience that Drives Success in this Role:**

- The candidate will hold a bachelor’s degree (or equivalent number of years of experience) with 5+ years of progressive experience in upper management and supervision.
- Strong verbal and written communications skills
- Demonstrated community and agency leadership
- Knowledgeable in field of housing and homeless services
- Experienced in developing and maintaining collaborative, effective partnerships

**What Makes You Stand Out:**

- Master’s degree, graduate certificate, (or equivalent number of years of experience), 8+ years of experience in management and personnel supervision
- Familiarity with Metro Denver’s population experiencing homelessness and regional response to homelessness
- Lived experience/expertise of homelessness and/or housing instability
- Proven ability to maintain confidential and sensitive information
- Familiarity with the Microsoft Office Suite including Teams, Outlook, Excel (as related to the position), Power Point, etc.
- Experience with grant management in a homeless service setting
- Familiarity with federal funding guidelines

**You Will Love This Position If You:**

- Enjoy working with a diverse team representing various disciplines and experience
- Seek to understand the systemic causes of homelessness through a DEI (Diversity, Equity, and Inclusion) and Anti-Racist lens
- Demonstrate teamwork and collaboration as an important personal and group work value
- Appreciate strategic thinking and working towards shared goals that have been collaboratively developed
- Honor process (how you do things) as much as what you do or produce
- Value collective approaches rooted in empathy
- Operate effectively in a virtual environment including the ability to work independently, manage multiple projects, and adapt to frequent changes in work volume
- Enjoy collaborative technology like Microsoft Teams, Slack, etc.

**Benefits:**

MDHI offers an excellent benefit package, including:

- Employer paid health medical, dental, and vision insurance at 100% for basic employee-only plans

- Employee Assistance Program (EAP)
- Generous paid time off, including holidays, employee birthday, and organizational shut down between Christmas and New Year's Day
- Parental leave
- Life insurance and short-term disability plans available
- 403(b) retirement plan
- A flexible work environment, including remote work within the Denver metro area

**Salary:**

The starting salary for this position is: \$130,000-\$150,000

MDHI is committed to pay equity and transparency. Candidates should expect to begin within the stated pay range based on their qualifications for the position. In rare instances, candidates with experience well beyond the stated minimum may be eligible for higher tier placement. We refrain from salary negotiations as research indicates it can disproportionately impact applicants identifying as Black, Indigenous, People of Color (BIPOC), women, and other marginalized identities. To ensure that we are meeting our target of universal pay equity, we evaluate all compensation decisions annually to ensure that there is no impact to pay equity across our employee base.

**Interested candidates must submit a cover letter and resume to: [careers@mdhi.org](mailto:careers@mdhi.org).**

Only submissions sent to the [careers@mdhi.org](mailto:careers@mdhi.org) email will be considered by the Hiring Committee.

We welcome you to inform MDHI confidentially if you require any special accommodation to participate fully in our job application process.

The Metro Denver Homeless Initiative (MDHI) is a 501(c)(3) that serves as the Continuum-of Care for over 150 local agencies, faith-based organizations, and government programs in the seven-county metropolitan Denver community and is committed to leading and advancing collaboration to end homelessness in the region. MDHI and its Board of Directors are committed to building and maintaining a diverse membership and leadership to better represent the communities we serve.