



POSITION DESCRIPTION

Title: Chief Operating Officer (COO)

Employment Status: Full Time, At-Will

Department: Construction, Repairs, Deconstruction, Homeowner Services, ReStore, Development, Procurement

FLSA Status: Exempt

Reports to: CEO

Supervises: Construction Manager, Project Manager, ReStore Director and Managers, Homeowner Services Director, Development Managers

MISSION:

"Greeley-Weld Habitat for Humanity brings people together to build homes, communities, and hope."

OVERVIEW:

Greeley-Weld Habitat for Humanity is seeking a mission-driven operations leader to serve as Chief Operating Officer. The COO will work closely with the CEO to oversee and optimize operations across Construction, Repairs, ReStore, Homeowner Services, Development, and Procurement. This role is key to advancing the affiliate's vision of expanding affordable housing, strengthening partnerships, and ensuring more families in Weld County achieve the stability of homeownership.

KEY RESPONSIBILITIES:

Organizational Leadership

- Provide strategic and hands-on leadership across Construction, ReStore, Repairs, Homeowner Services, and Development.
- Supervise department leaders, mentoring staff and fostering a collaborative, mission-focused culture.
- Streamline operations, improve efficiencies, and implement best practices in program delivery.
- Oversee procurement, project management, and volunteer engagement.

- Collaborate with CEO and Finance Director to support organizational strategy, policy development, and long-term growth plans.

Financial Management

- Oversee operational budgets, financial reporting, and program sustainability for all mission areas.
- Identify opportunities to reduce costs, optimize resources, and enhance program impact.
- Partner with Finance team on audits, tax filings, and accurate financial tracking.

Resource Development & Community Engagement

- Build relationships with vendors, contractors, donors, and community partners.
- Support marketing, outreach, and visibility of programs to strengthen community engagement and brand reputation.
- Represent the organization at events and collaborate with local organizations, including the Home Builders Association.

Qualifications & Skills

- Seven+ years of progressive leadership experience in operations, construction/project delivery, real estate development, or related fields.
- Strong understanding of finance, human resources, project management, and nonprofit operations.
- Excellent leadership, communication, and interpersonal skills; experience managing staff and volunteers.
- Passion for Habitat for Humanity's mission and values.
- Ability to work in a fast-paced, dynamic environment with shifting priorities.

Education & Experience:

- Bachelor's degree preferred; equivalent experience considered.
- Experience in construction, nonprofit management, or housing development preferred.
- Proficiency with computer applications including QuickBooks, Excel, and Word.

Physical Requirements:

- Ability to traverse construction sites and lift up to 50 pounds.
- Travel within Weld County and occasional evening/weekend work required.

Work Environment:

- Combination of office and fieldwork; in-person presence preferred.
- Residency in Weld County preferred.

Compensation & Benefits:

- Salary range: \$95,000–\$115,000, DOE.
- Benefits include medical/dental insurance, retirement match, paid time off, and holidays.

Equal Employment Opportunity:

Greeley-Weld Habitat for Humanity is an equal opportunity employer. Candidates from diverse backgrounds are encouraged to apply.

ABOUT GREELEY-WELD HABITAT FOR HUMANITY:

Habitat for Humanity, founded in 1976, is a global, faith-based nonprofit organization that grew out of an intentionally multi-racial community in rural Georgia. Locally, Greeley-Weld Habitat for Humanity was established in 1987. Seeking to put God’s love into action, Greeley-Weld Habitat brings together people of all faiths and people of no faith to build homes, communities, and hope. Working alongside each other, we help families and individuals build and improve places to call home and achieve the strength, stability, and self-reliance they need to build better lives. Greeley-Weld Habitat seeks individuals who are willing to affirm these principles and values.

Greeley-Weld Habitat has distinguished itself nationally by developing **one of the largest Habitat for Humanity communities in the western United States**. This innovative development, encompassing dozens of energy-efficient homes within a cohesive neighborhood design, reflects the organization’s commitment to sustainable growth, inclusive community planning, and long-term family empowerment. Through its homebuilding, neighborhood revitalization, and home repair programs, Greeley-Weld Habitat continues to address the region’s growing housing needs while fostering hope and opportunity for generations to come.

At Greeley-Weld Habitat for Humanity, we embrace a history rooted in creating equity and take our mission seriously by courageously committing to a culture and workplace where all staff feel safe, welcome, visible, respected, supported, and valued. As an equal opportunity employer, we realize that our success depends upon building an inclusive workforce of diverse perspectives and encourage people of varied races (which is inclusive of traits historically associated with race, including, but not limited to, protective hairstyles and hair texture), ethnicities, national origins, tribes, religions, ages, gender identities and expressions, genders, sexual orientations, marital statuses, disabilities, veteran/reserve national guard statuses, socio-economic statuses, thinking and communication styles to work with us.

We also require that all staff take seriously their ethical responsibilities to safeguarding our intended beneficiaries, their communities (especially children), and all those with whom we work. In line with the prevention of sexual exploitation and abuse, all staff must pass a thorough background screening and will be held accountable for upholding our policies around ethical behavior, including safeguarding and whistleblowing.

About Greeley and Weld County, Colorado

Located in northern Colorado, the City of Greeley serves as the economic and cultural hub of Weld County, one of the fastest-growing and most agriculturally productive counties in the nation. With a population exceeding 350,000, Weld County combines a rich agricultural heritage with dynamic growth in energy, manufacturing, education, and healthcare. Greeley is home to the University of Northern Colorado and features a thriving arts scene, vibrant downtown, and a strong sense of community. The region offers an exceptional quality of life, affordable housing, and easy access to both the Rocky Mountains and the Denver metropolitan area.

Apply:

Visit greeleyhabitat.org/our-team to submit your resume and cover letter.