



## REQUEST FOR QUALIFICATIONS INTERIM EXECUTIVE DIRECTOR

### **POSITION SUMMARY:**

The [Chaffee Housing Authority](#) (CHA) is a multi-jurisdictional housing authority charged with tackling the housing affordability crisis in Chaffee County, Colorado. CHA is seeking an Interim Executive Director for the organization at a crucial juncture. This six-month position is searching specifically for candidates who can step into a small (4.5 FTE) but complex organization and 'sustain and maintain' during an unquestionably decisive moment in the organization's history.

Two questions will be on the local ballot this November that will each define the parameters by which CHA operates into the future - a de-brucing measure to lift TABOR limitations (a somewhat normal for governmental organizations); and a 0.5% sales tax measure aimed at substantially increasing the CHA's annual budget. Additionally, the Intergovernmental Agreements (IGA) under which the CHA operates with its member jurisdictions (currently City of Salida, Town of Buena Vista, and Chaffee County) are being reviewed and renewed.

The Interim Director will need to hit the ground running, providing administrative leadership support, coordination and communication, and organizational stabilization which will be critical to setting up the CHA for long-term success as the ballot measures unfold and the IGAs are finalized. Emphasis will be placed on an Interim Director's ability to support CHA's existing staff team members with their existing projects and on-going programs. This transition phase will be focused on maintaining current CHA work and readying the CHA for its future scenarios, subsequent to the ballot measure outcomes.

The CHA [Board of Directors](#) is open and flexible to considering the preferences of a successful candidate in regards to employment status - both an on-staff W2 salary with benefits position and a 1099 contractor/consultant structure would be considered as long as the time and commitment expectations are clearly met. Candidates should propose the structure which would best allow them to achieve the impact CHA is looking for during this transition phase.

The Interim Director would be expected to perform the majority of work on-site in the CHA offices in Salida, Colorado.

Once the outcome of the proposed local ballot measures are known in November, the CHA Board will seek a full-time, permanent Executive Director to join the CHA by early 2025.

### **ROLES, RESPONSIBILITIES & EXPECTATIONS**

The CHA Interim Director will be responsible for supporting, maintaining, and sustaining the existing CHA staff, its organizational efforts and impacts, and the work of the CHA Board and Committees through December, 2024.

Successful candidates will use their submissions (defined below) to demonstrate their ability to:

Support

- Draw on past management and leadership experience to support existing staff and contractors

- Ensure financial, logistical, physical and morale resources are in place and sustained for staff to achieve their CHA goals and objectives
- The Board of Directors to successfully meet their legal and fiduciary responsibilities through meeting planning, coordination, and thoughtful input

#### Maintain

- Draw on past networking, public speaking, and effective written communication to effectively maintain CHA's public presence, relationships, and reputation
- Proactively provide logistical coordination and liaising support to each of the CHA's committees (PR, Development, Transition, Jane's Place, Finance) to ensure they continue their work effectively and in a coordinated way
- Draw on past financial management experience to guide and support the bookkeeper and Finance Committee in actively monitoring, evaluating, and improving financial tracking, planning, and transparency

#### Sustain

- Draw on past communications experience to actively assist the Ballot Initiative Committee in crafting and implementing effective strategies that will ensure a positive outcome from November's election
- Actively coordinate and facilitate the proper stakeholders to complete amendments and renewals to IGAs; see IGA(s) through various required approvals at each jurisdictions and the CHA Board
- Assist the Transition Committee in crafting and executing a permanent Executive Director search and onboarding process after the November election
- Draw on past financial management experience to actively assist the Finance Committee in drafting a scenario-based 2025 draft budget prior to the election, then hone and finalize a 2025 budget after the ballot outcomes are known

#### **RESPONSES:**

The CHA is seeking a simple and broad search to discover a wide array of qualified individuals for its Interim Executive Director role.

Responses to this RFQ should only include the following two elements (additional elements submitted will not be considered):

1. Applicant narrative - 2 pages max. Think of this akin to a cover letter with a few additional elements
  - a. Unique qualification - what about your experience and position in life best qualify you for this critical role?
  - b. Discuss your time availability (when you can start, how many hours per week minimum you're able to commit to, how you can commit to the required 6 months)
  - c. Articulate your desired employment structure. Would a W2 salary best fit you or a 1099 contract? Why?
2. Resume or curriculum vitae - ensure complete representation of your employment history for at least the last 15 years. Include a minimum of two references which the committee may contact at any time.

This position is open until filled. However an initial review of responses will be conducted on responses submitted by **Monday, July 8th at 8am MST**. The CHA Transition Committee will commence the first

round of candidate review and scheduling interviews immediately thereafter.

Only electronic responses will be considered. Email responses to [joseph.teipel@chaffeehousingauthority.org](mailto:joseph.teipel@chaffeehousingauthority.org), subject line: CHA Interim Director Interest.

**COMPENSATION:**

DOE, Not to Exceed \$8,200 (gross) per month

Anticipated Interim Director Duration: Through December 31st, 2024

FLSA Status: Full-time, exempt w/ benefits OR Independent Contractor/Consultant

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Chaffee Housing Authority considers applications for all positions without regard to race, color, religion, sex, (including pregnancy), national origin, age, the presence of a medical condition or disability, veteran status, political affiliation, sexual orientation, gender identity, gender expression, marital status, genetic information or any other legally protected status. Chaffee Housing Authority is an EOE.