



HousingFirst Lab  
711 Park Avenue West  
Denver, CO 80205

**TO:** Whom It May Concern  
**FROM:** Board of Directors, HousingFirst Lab  
**SUBJECT:** Job posting for HousingFirst Lab Executive Director

HousingFirst Lab is a registered 501c3 organization dedicated to uniting resources, talent, and knowledge across sectors to end homelessness. The Lab identifies the organizational barriers limiting the impact of homelessness and housing agencies, and connects agencies to the best private sector resources available to work together to overcome these barriers. The model generates systems-level change by making best practices a reality within each organization we work with, by collecting and communicating learnings to a broader set of homeless & housing agencies facing similar challenges, and by engaging new private sector resources to the issue of homelessness through direct engagement and fundraising.

HousingFirst Lab is hiring its founding Executive Director. The Executive Director will be responsible for maintaining and expanding HousingFirst Lab's operations by executing a plan for sustainable, long-term funding and operations beyond its pilot program. The Executive Director will be the consistent face of HousingFirst Lab for all of its stakeholders, including private sector partners, local housing and homeless services agencies, foundations, and individual donors.

#### Responsibilities

Daily activities will depend on the needs of the organizations, but are likely to include the following:

- Managing fellowship program (project scoping, recruiting, onboarding, and evaluation)
- Developing private sector partnerships and pro bono resource network
- Maintaining and expanding knowledge base; publishing and sharing key insights
- Fundraising, networking and conference presentations (limited travel)
- Developing additional HousingFirst Lab solution offerings
- Developing and executing on a long-term expansion plan

#### Qualifications

- BA/BS required; master's degree in Business Administration, Public Policy, or Social Work preferred
- 5-7+ years of professional business experience, including team leadership and client engagement
- Nonprofit, public policy, and/or social enterprise professional experience preferred

**Location:** Denver, Colorado

**Salary & Benefits:** Salary is negotiable, with performance bonus based on achievement of established performance and organization expansion goals; reasonable time off, retirement contributions, and health and disability insurance. This position is a full-time role, but part-time candidates may be considered.

To apply, please send an email with a **resume and cover letter** to [contact@housingfirstlab.org](mailto:contact@housingfirstlab.org). If selected for an interview, you will be contacted within several weeks of applying.