

## THE HOUSING FOUNDATION, INC.

**POSITION TITLE: EXECUTIVE DIRECTOR**  
**REPORTS TO: BOARD OF DIRECTORS**

### DESCRIPTION AND PURPOSE

The Housing Foundation, Inc. (“HFI”), a 501(c) (3) nonprofit corporation, was formed in 1986 to promote and sustain affordable, quality, low-cost housing for low-income families, the elderly, and persons with disabilities. There is also an emerging need for appropriate housing for those making a transition into community-based housing and supportive services. Currently, HFI owns and operates more than \$60 million worth of such affordable housing, including mobile home parks and multi-unit properties.

The Executive Director (ED) provides leadership and direction toward organizational sustainability as HFI plans for and adapts to future circumstances. The ED collaborates with HFI’s Board of Directors (Board) to develop the organization’s vision and long-range strategic planning and is ultimately responsible for effective implementation of the strategic plan.

Under the supervision of the Board, the ED ensures that the needs and interests of HFI residents, contractors and their staff, partners, and other stakeholders are served pursuant to the organization’s mission and strategic goals. The ED is responsible for all aspects of operating the organization, administering an annual operating budget of approximately \$12 million (including properties wholly-owned by HFI and those in which it has a partnership interest), directing key programs and policy initiatives, procuring grants, loans and other funding to meet the organization’s needs, performing marketing and communication functions, and maintaining relationships with organizations and their staff contracted to manage HFI’s properties, finances, and development activities.

### ESSENTIAL FUNCTIONS OF THE POSITION

#### Board Administration and Support:

- Advises, coordinates, assists, and supports all Board functions, including any necessary support to committees
- Assists in Board recruitment and any associated activities
- Serves as the principal liaison between the Board and all other organizational stakeholders
- Supports and guides the Board with ongoing strategic planning
- Assures the implementation of HFI’s mission, strategic plan, and Board policies

#### Financing and Organizational Management:

- Oversees and monitors all financial activity, identifies funding opportunities, actively participates in the preparation of grant applications and funding proposals to public and private entities, actively participates in the development of annual budgets and necessary revisions in conjunction with the Board
- Ensures compliance with any reporting systems required by the Board, private sector lenders, or federal, state and local funding sources and regulatory authorities
- Oversees adoption of HFI programs, systems, and procedures to keep HFI current with changes in housing policy, legislation, and trends among lenders and funders

#### Community and Public Relations:

- Ensures the organization and its mission, programs, and services are consistently presented in strong, positive images
- Advocates for affordable housing & support for its availability to those in need, on local, state, regional, & federal levels

#### Development Activities:

- Identifies, analyzes, and develops strategy for transforming the affordable housing market through creation of sustainable, environmentally friendly, and permanently affordable housing, with particularly attention to mobile and modular homes and supportive housing that integrates services to increase opportunities for residents to live as independently as possible
- Actively engages in identifying and formulating development and preservation opportunities, preparing and analyzing pro-forma, negotiating and managing development partnerships, acquiring appropriate properties, selecting and engaging with project architects, engineers, contractors and others, and overseeing construction and/or rehabilitation of properties

**Property Management:**

- Coordinates with property management contractors and their staff in operating and maintaining properties in responsible and intentional ways to ensure safe, sanitary and affordable housing and the overall maintenance and preservation of the assets and properties

**Office Management and Staffing:**

- Identifies staffing needs and proposes how to address them, maintains offices systems, and secures administrative functions as needed

**Miscellaneous:**

- Other duties as needed or assigned by the Board

**ESSENTIAL POSITION REQUIREMENTS AND QUALIFICATIONS****Education and Experience:**

- Bachelor's Degree with experience in nonprofit or public organizational administration and planning, and a focus on real estate finance and development, preservation and management of affordable housing, or related fields; six to ten years of comparable and relevant experience considered in lieu of education
- Experience in housing development at an agency administrator level
- Experience working with the needs of low- and moderate-income households
- Experience in building and maintaining essential collaborative relationships with a wide range of diverse nonprofit, public and private organizations working on poverty, economic opportunity, public health, human services, and energy efficiency
- Experience in public policy development and advocacy

**Skills and Abilities:**

- Ability to lead and direct a nonprofit affordable housing organization, with a strong knowledge of affordable housing, real estate finance and development, and the role of housing in helping low-income Vermonters pursue healthy, safe, and productive lives
- Ability to secure funding for housing development, preservation, rehabilitation, and management, including grant writing and compliance activities
- Strong knowledge of federal and state funding mechanisms, tax law, federal housing programs, and regulatory structure for affordable housing
- Strong financial management and business administration skills
- Ability to plan strategically, be creative, and arrange resources to accomplish objectives
- Good working knowledge of residential construction, rehabilitation, and maintenance as well as regulatory processes governing development
- Strong interpersonal skills and ability to communicate effectively orally and in writing; must exercise a high degree of confidentiality, judgment, courtesy, and tact; and be able to establish and maintain effective working relationships with current and potential organizational partners, contractors and their staff, officials, agencies, residents, and the general public
- Effective computer skills, including Microsoft Word, Outlook, Excel, and PowerPoint
- Ability to effectively delegate authority

**Certificates/Registrations/Licenses:**

- Must possess a valid driver's license, dependable private means of transportation, and liability insurance of at least \$50,000

**Working Conditions/Physical Demands:**

- Full-time; exempt
- Office and field environment; work involves walking, standing, climbing stairs, driving on a regular basis, and inspecting construction sites

**Equipment Used:**

- Computer, printers, telephones, copiers, calculator, general office equipment