

Position Description

Executive Director

Reports to Board of Directors

QUALIFICATIONS: Three years experience in housing, neighborhood planning and organizational development. Familiarity with housing finance and a knowledge of residential construction, rehabilitation practices. Two years of supervisory experience. Demonstrated ability to plan work programs, schedule flow of work, and produce timely reports. BA/BS degree or equivalent experience desired and valid drivers license and car available for work.

Full time position with some evening and weekend commitment required.

RESPONSIBILITIES

1. Facilitate the work and execute the decisions of the Board of Directors in determining corporation goals, objectives, policies, procedures, and programs for the Construction, Rehabilitation and Homeowner Programs.
2. Execute the contractual responsibilities the corporation has entered into with all sources including the State Division of Housing and Community Renewal, U.S. Dept. of Housing and Urban Development, NYS Affordable Housing Corp. and municipalities.
3. Coordinate and supervise all programs including the Home Counseling Program, the Home Repair Program, HUD program.
4. Organize and arrange for Board of Directors and committee meetings: i.e. establish agenda, set date, time and reports to the Board Members, etc.
5. Manage day-to-day operations of office. Oversee all financial matters. Supervise bookkeeper and bookkeeping system for all funds as well as submitting required tax forms and reports on a timely basis. Responsible for voucher system, payroll, and calculation of employee benefits.
4. Investigate funding and develop grant applications for programs and projects.
5. Develop ACRHA annual budget for approval by DHCR and Board of Directors.
6. General Manager for Senior Housing Project. Set Annual Budget for project, recommend rent increases, complete report requirements to General Partners, syndicator, DHCR, and Farmers Home Administration.