



KEUKA HOUSING COUNCIL, INC.

160 MAIN STREET
PENN YAN, NEW YORK 14527
Telephone 315/536-8707 Fax 315/536-6169
Toll Free 888/744-1349 TDD - 1-800-662-1220

Job Posting

Executive Director

Keuka Housing Council, Inc. (KHC) is a not for profit housing organization based in Penn Yan, NY, in the middle of the Finger Lakes. Our mission is to improve and maintain the quality and quantity of housing for people of modest income living in Yates County. In addition, KHC is a HUD Counseling Agency and a Rural Preservation Company. We also assist other non-profits and municipalities with community development projects along with our own projects.

KHC is seeking an energetic individual with excellent communication and leadership skills who can lead this organization in its established programs as well as creating new opportunities for our community.

The Executive Director is the key management leader of KHC and is responsible for overseeing the administration, programs, development and strategic plan of the organization.

Requirements:

- At least 3 years experience in a similar role with comparable goals and responsibilities.
- A Bachelor's degree in communications, planning, business administration or a similar field
- Strong writing and verbal skills.
- Self-sufficient and initiative taking.
- Supervisory experience preferred.
- Microsoft Office.

Responsibilities

- Responsible for planning, organizing, and directing the organization's operations and programs in affordable housing and community development.
- Responsible for the administration of public and private grant funding.
- Actively engage and work in concert with a Board of Directors to meet the organization's strategic plan.
- Build and strengthen regional partners to include NYS Homes and Community Renewal, Rural Housing Coalition, Rural Advocates and local organizations and municipalities.

Salary range is commensurate with experience. Salary range is \$55,000 - \$75,000.

reneeblum@keukahousing.org



Equal Housing Opportunity



Region	Name		County	term end	Retirement
Capital	Bill Dessingue	RPC Director	Rensselaer	2023	2023
	Kathleen Langton, AHP		Albany	2023	2026
Central	Marion Naramore,	RPC Director	Oswego	2022	2022
	Erica Ryan	RPC Director	Cayuga	2023	2023
Finger Lakes	Renee Bloom	RPC Director	Yates	2022	2025
	Jerome Nagy	NW Org		2021	2024
	Alex Castro	CEO, Pathstone	Monroe	2023	2026
Mid Hudson	Suzanne Bought,	RPC Director	Putnam	2023	2026
Mohawk Valley					
North Country	Bruce Misarski	RPC Director	Essex	2022	2025
	Reg Switzer	RPC Director	Jefferson	2023	2023
	Kristi Dippel	RPC Director	Jefferson	2021	2024
Southern Tier	Julie Chevalier	RPC Director	Steuben	2023	2026
	Christina Doughty,	RPC, Home.		2021	2024
Western	Shelly Bartow	RPC Director	Delaware	2023	2026
	Josiah Lamp	RPC Director	Chatauga	2021	2024
	Jeffrey Hampshire, Proj. Manager		Cattaraugus	2023	2026
At Large:	Matthew Nelson	CPC	Columbia	2023	2023
	Heidi Dennis	Rural Law	Clinton	2022	2025
	Tim Brindusi	Architect	Livingston	2022	2022
	Lorraine Collins	Enterprise	Monroe	2023	2026
	Phillip Borelli	Lawyer	Monroe	2023	2026

Marion + Tim - done