Western Reserve Community Development Corporation

JOB TITLE: EXECUTIVE DIRECTOR
TYPE OF POSITION: EXEMPT
APPROVED BY: Board of Trustees
EFFECTIVE DATE: September 7, 2018

JOB DESCRIPTION:

The Executive Director is a dynamic and visionary leader with a strong commitment to support the process of creating a shared vision and implementation of the WRCDC mission. The Executive Director will function with authority from the Board of Trustees and will be involved in all decisions within the responsibilities of the position. The Executive Director reports to the Board of Trustees.

The Executive Director is responsible for complete organizational and operational administration of the WRCDC Housing Rehabilitation programs, Affordable Housing Rental programs, Transitional Housing Rental programs, and the Market Rate and Affordable Housing Real Estate projects. This includes planning, management and evaluation of human resources, finances, program development, facilities, public relations, marketing, community collaboration and interfacing, and close communication with the Board of Trustees and its committees.

In partnership with the Board of Trustees and staff, the Executive Director is responsible for the organization’s consistent achievement of its mission and goals through the management and operations of the organization. As a leader, the Executive Director is responsible to bring the agency’s guiding principles and strategic plan to life. This includes, but is not limited to the overall growth and long term sustainability of the organization.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES:

- **Board Interface and Communication:**
  - Establishes goals and objectives with the Board of Trustees (Board) and implements methods to achieve them
  - Prepares weekly reports to Board communicating activities, progress, and issues of the organization
  - Attends monthly Board meetings reporting status of organization
  - Invited to participate on all subcommittees of the Board
  - Presents monthly financial reports to the Finance Committee
  - Maintains effective and regular communication with Board members, committees and staff
  - Reports budget variances and explanations to the Finance Committee
  - Prepares proposed annual budget and revenue sources and reviews with the Finance Committee
  - Provides monthly report to the Board communicating program status of resident clients and non-resident clients
  - Maintains effective and regular communication with staff to review program effectiveness/status of clients

- **Human Resources:**
Determines and recommends to Board the appropriate organizational structure to maximize efficiency of staff, organization and program results

- Works with the Board to develop, review and maintain the following:
  - Accurate job descriptions and procedures for all paid positions
  - Current employment policies and handbook
  - Current Board membership application and orientation materials
- Provides daily leadership and guidance for all employees
- Works with each employee to develop specific personal annual objectives
- Conducts formal annual performance evaluations for all employees and at least one informal evaluations during the year
- Provides opportunities for employee growth based on organizational and employee objectives
- Maintains current employee information files
- Maintains awareness of employment laws and ensure organizational adherence

**Finances:**
- Maintains awareness of organization’s financial position and manages organization of Board-approved annual budget
- Ensures organizational policies and appropriate accounting procedures are followed
- Assists in preparation for annual audit
- Ensures budget reports are provided to the finance committee
- Researches, identifies, writes and submits grant requests to ensure financial stability of organization and services provided
- Ensures drawdowns from grants are submitted according to schedule with appropriate reporting
- Maintains accurate records regarding fundraising, in-kind donations and cash contributions
- Investigates opportunities to reduce cost of maintenance through volunteerism and donations of materials
- Complies with required documentation and reports for all grants received
- Investigates opportunities to provide supplemental client services through unique programmatic growth and advancement.

**Program Development and Administration:**
- Working with the Program Oversight Committee, provides ongoing review and evaluation of program structure and outcomes, funding sources, and growth
  - Low Income Housing Rehabilitation Programs
  - Residential Acquisition, Rehabilitation and Affordable Rental Program
    - Community Housing Development Organization (CHDO)
  - New Directions for Living Transitional Housing Program
  - Market Rate Foreclosure Acquisition, Rehabilitation and Sale Program
  - Affordable Housing Development
    - Low Income Housing Tax Credits
    - Works to develop a yearly submission for low-income housing tax credits through the Ohio Housing Finance Agency
      - Partners will include developers, syndicators, real estate advisors, etc.
- Researches other programs of similar mission and makes recommendations for implementation of best practices to the board
- Ensures programs are administered according to board approved procedures; including client contact, client admission, client progress documentation, evaluation and client removal

- **Facilities:**
  - WRCDC owns and operates 33 units of permanent and transitional affordable housing
  - Ensures properties are maintained to at least legal housing guidelines
  - Ensures requests for repairs are performed in a timely manner
  - Ensures annual reviews of service contracts and solicitation of proposals to ensure competitive pricing is maintained
  - Working with the Board, evaluates effectiveness of existing facilities in meeting program objectives and recommends changes as needed

- **Public Relations – Utilizing Board/Staff Members**
  - Actively pursues new relationships on behalf of Western Reserve Community Development Corporation throughout the community
  - Seeks out and responds to all potential opportunities to represent WRCDC for speaking engagements, presentations, etc.
  - Presents him/herself as an Ambassador for WRCDC

- **Marketing:**
  - Develops, reviews and revises marketing materials to communicate mission and results of the program with objective of increasing contributions to the organization
  - Explores all new potential marketing opportunities such as collaborative marketing with other organizations, internet marketing, etc…
  - Maintains social media presence

- **Community Collaboration:**
  - Increases community awareness of WRCDC programming and housing issues in Lake, Geauga, Ashtabula and Cuyahoga Counties
  - Looks for opportunities to take part in community activities to promote awareness of and support for WRCDC (also utilizing Board/Staff Members)
  - Participates in community resource forums and pursues synergistic relationships with other organizations
  - Identifies collaborative opportunities and strengthens reputation of organization through successful implementation

- **Training & Development:**
  - Attend seminars/workshops/classes, as needed, in a calendar year for Professional Development.
  - Stay current with technology, trends and laws related to the field of Affordable Housing/Social Work/Non-Profit and Business Management.

- **General:**
  - Perform other related duties as assigned by the Board or its committees to meet the mission and vision of WRCDC

**EDUCATION AND/OR EXPERIENCE REQUIRED:**

- Bachelor’s Degree in Non-Profit Leadership or Management, Business Administration, Public Administration, Urban Planning or related field
• 5-10 years’ experience in community and economic development, program management, staff management, business management, and fundraising.
• Exceptional communications and interpersonal skills
• Experience with Microsoft Office applications
• Grant Writing / Grant Management
• Budget Management and Development
• Financial Reporting Evaluation & Analysis

EDUCATION AND/OR EXPERIENCE PREFERRED:
• Master Degree level education in related field
• Low Income Housing Tax Credit Experience
• Residential/Commercial Real Estate Experience

COMMENTS: This description is intended to describe the essential job functions, the general supplemental functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned and management/the Board retain the right to add or change the duties at any time.