



### Job Description

<b>Job Title:</b> Executive Director	<b>Salary Grade:</b>
<b>Reports To:</b> HAND Board of Directors	<b>FLSA Status:</b> Exempt
<b>Prepared By:</b>	<b>Prepared Date:</b>
<b>Approved By:</b>	<b>Approved Date:</b>

**Summary:** The Executive Director will work under the supervision of the HAND Board of Directors and is responsible for all aspects of HAND’s operations including administrative, project management, program development, budgets, personnel, public policy and public relations. The Executive Director will perform the following duties personally or through subordinates.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Plan, manage, and coordinate all activities for development projects, including acquisition, rehabilitation, and new construction.
- Administers policies and procedures as established by the Board.
- Recruits, selects, develops, evaluates or eliminates positions or personnel.
- Plans for short and long range development of HAND.
- Completes grant administration and grant proposal development.
- Completes grant compliance, including record keeping for grant drawdowns.
- Identifies land for future housing development projects.
- Attend meetings as required by HAND such as Board meetings and committee meetings, represents HAND at all meetings that are relevant to development projects, and represents HAND at local, state, regional, and/or national conferences, events, or meetings.
- Oversee property management firm and property operating budgets.
- Oversee HAND’s accounting/bookkeeping firm, financial management policies and financial accounts.
- Develops annual operating budget and presents to Board.
- Oversee HAND’s audit firm and review HAND’s annual audit.
- Promotes the goals and image of HAND within the community through attending community events and functions.
- Develops and maintains relationships with partners (governmental agencies, foundations, financial, advocates, media, community and business organizations and leaders, etc.).
- Develops and maintains relationships with intermediary and other organizations that may provide services or resources to HAND residents.
- Participates with Board in fund development; coordinates Board activities related to fundraising for internal and external purposes.
- Researches best practices, industry trends, and other policy issues relevant to HAND.
- Implements special projects or initiatives that positively further affordable housing and community economic development issues.
- Assist in other ways as assigned by the Board of Directors to advance HAND’s mission.

**Competencies:**

- Good understanding of and belief in community economic development as it improves the quality of life for low income people and disadvantaged communities.
- Knowledge of community-based organizations and nonprofit organizations. Experience working closely with low income populations or people with special needs.
- Must have excellent attendance and punctuality during normal business hours.
- Must have strong analytical and research skills.
- Must have excellent written skills.
- Must be well organized and detail oriented to coordinate multiple project, event, contract, publications and reporting schedules.
- Must have the ability to meet multiple deadlines.
- Must have a good understanding of community economic development funding and financing resources. Affordable housing and/or HUD knowledge required, especially regarding HOME, CDBG and LIHTC.
- Must have good communication skills and the ability to work with diverse groups.
- Must be a good team player.
- Must have the willingness to attend continuing education training or certification classes that will increase capacity to carry out responsibilities.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education/Experience:**

Master's degree (M. A.) or equivalent; or four to ten years related experience and/or training; or equivalent combination of education and experience.

**Language Ability:**

Ability to read, analyze, and interpret technical information, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format.

**Math Ability:**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**Reasoning Ability:**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**Computer Skills:**

To perform this job successfully, an individual should have knowledge of MS Word and Powerpoint word processing software; MS Excel spreadsheet software and Quickbooks accounting software.

**Certificates and Licenses:**

No certifications needed.

**Supervisory Responsibilities:**

Directly supervises all employee(s) of HAND, Inc. In addition, oversees consultants, general contractors, architect, engineer, construction manager, property manager, and accountant/bookkeeper. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to work in high, precarious places and outdoor weather conditions while conducting a walk-thru at construction sites and vacant/abandoned buildings needing rehab.

The noise level in the work office environment is usually quiet, unless conducting a walk-thru at a construction site.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally lift and/or move up to 10 pounds.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus in order to look at a computer screen, complete property assessments during construction (i.e., see what needs to be completed – “dings” on walls, uneven paint) and ability to pick out finishes for buildings.

While performing the duties of this job, the employee primarily sits at a desk so they are regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl and taste or smell while assessing construction sites.

*(Note: This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change (e.g., emergencies, changes in personnel workload, rush jobs, or technological developments).*

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Please read carefully and check one of the choices below:

\_\_\_\_\_ I have reviewed the job description above. I can perform all of the essential functions of the job.

\_\_\_\_\_ I have reviewed the job description above. I can perform all of the essential functions of the job with the following reasonable accommodations: (please list on back side of this page)

Print employee name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_