



Job Ad Announcement: Executive Director

Hamilton County Area Neighborhood Development (HAND), Inc. is a small nonprofit established in 2003 with a charter to promote and develop affordable housing. HAND has built a reputation as a resource on issues relating to affordable housing, housing growth, seniors and sustainability. HAND partners with over thirty entities through its three primary lines of business: Helping HAND (Home repair), Neighborhoods NOW (Community building and advocacy), and Housing Development.

HAND is seeking an **Executive Director** to provide leadership to a dynamic nonprofit community development corporation serving the fastest growing county in the state. Based in Noblesville, HAND is a leading advocate for affordable housing and is looking for an experienced, passionate leader who will advance strategies to build community across the county.

Core Responsibilities

- Plan, manage, and coordinate all activities for development projects, including acquisition, rehabilitation, and new construction; identifies land for future housing development projects; oversee property management firm and property operating budgets.
- Recruits, selects, develops, evaluates or eliminates positions or personnel; administers policies and procedures as established by the Board.
- Completes grant administration, grant proposal development, and grant compliance, including record keeping for grant drawdowns.
- 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 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.
- Develops and maintains relationships with partners (governmental agencies, foundations, financial, advocates, media, community and business organizations and leaders, etc.).
- Participates with Board in fund development; coordinates Board activities related to fundraising for internal and external purposes.
- Implements special projects or initiatives that positively further affordable housing and community economic development issues.

Qualifications

- Master's degree (M. A.) or equivalent or four to ten years related experience and/or training; or equivalent combination of education and experience required.
- Knowledge of community-based organizations and nonprofit organizations experience working closely with low income populations or people with special needs.
- Strong analytical, research, and 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.

Compensation

HAND offers a competitive salary and benefit package that includes health/life/dental/disability insurance along with a generous paid time off program.

Interested individuals should email a resume and cover letter to employment@handincorporated.org. For more information, visit the web-site at www.handincorporated.org.