

Executive Director

Job Summary

CommunityWorks in West Virginia creates housing and community development solutions for West Virginians through a network of member organizations. Formed in 1991, CommunityWorks has served to unite local housing-related agencies and organizations to assure safe, affordable housing for over thirty years. CommunityWorks is a chartered member of NeighborWorks America and a certified CDFI with the US Treasury.

CommunityWorks has three lending lines of business:

1. Homeownership production and owner-occupied housing rehabilitation
2. Multi-family development and commercial lending
3. Home Ownership Center – providing counseling and mortgage loan origination.
4. Member organization services is an integral part of our business strategy.

Job Responsibilities

The successful candidate will be responsible for ensuring that the organization is operating efficiently and effectively to meet its strategic goals. Must have leadership, and management qualities. In this role, you will be, working closely with the Board of Directors, member organizations, government officials and the public.

Responsibilities includes but not limited to:

- Implement strategic plans that meet the organizations goals and objectives in partnership with the Board of Directors.
- Recruit and develop a staff of senior leaders to manage business functions of the organization.
- Ensure commitment to and compliance with all applicable laws and regulations across the organization.

Job Qualifications and Skills

- A BS Degree; an MBA; or equivalent works experience in the housing and community development field
- Previous experience in a senior leadership role
- Deep understanding of financial strategies and financial-related performance metrics
- Strong aptitude for verbal and written communication, presentation, and relationship development.
- Knowledge of best practices in management and governance.
- Responsible for overseeing building maintenance on the office, and the Home Ownership Center, and management of REO properties.
- Knowledge of both residential and commercial mortgage lending and loan portfolio management.
- Must have a working knowledge of human resources, financials, lending, project management, and housing and community development activities.

To apply, submit resume, cover letter, and salary requirement to mskeens@communityworkswv.org

“CommunityWorks in West Virginia is an Equal Opportunity Employer.”