



Executive Director

Department:	Executive	Reports to (title):	Board of Directors
FLSA Status:	Exempt	Date:	February 2022

Position Summary:

The Executive Director is the chief executive officer for the organization. As such the position’s scope of work includes ensuring that the organization is operating efficiently and effectively to meet its strategic goals. The incumbent works closely with the Board of Directors, member organizations, government officials, and the public.

Essential Functions:

Strategic Leadership

- Direct the visioning and strategic planning process in collaboration with the Board of Directors, staff team, and member organizations to drive growth, innovation, long-term sustainability, and community impact. CommunityWorks has a 3-year strategic plan for 2021-23. They will have the opportunity to work with the Board of Directors and staff to develop tactics outlining options for the stability and growth for the organization.
- Deliver leadership in which the Executive Director is outward facing with potential partners and industry leaders and is also connected internally with the team and its work.
- Provide direction on business-related decisions, including development opportunities.

Resource Development

- Build an expanded network of financial supporters, partners, and sources from the public and private sectors. The goal of CommunityWorks’ continuous fiscal development program is to enhance and expand investment in resident services, homeownership programs, and community development innovations that contribute to the quality of life in the various regions where it works.
- Seek and establish partnerships with other public sector agencies, nonprofit, and for-profit organizations to leverage resources and increase the impact and outcomes beyond what each group can achieve independently

Management & Operations

- Motivate and inspire CommunityWorks’ team, providing leadership, training, and mentoring to the staff. Attract, retain and reward best-in-class talent to continue to strengthen CommunityWorks’ growth.
- Provide oversight of all of the financial affairs of CommunityWorks, including the annual operating budget, annual financial audit, asset management, and overall financial strength.



- Operate in an environment of transparency, both internally and externally, and inspire participation and cooperation.
- Encourage and foster collaboration across the organization that results in improved individual and organizational performance.
- Facilitate the investment in and use of technologies to advance the resident outcomes and job satisfaction of the staff.
- Overseeing building maintenance on the office and the Homeownership Center, and management of REO properties.
- Adopt and promote best practices in all areas of organizational operations

Community Advocacy

- Continue to develop and sustain a substantive and visible presence in the affordable housing, real estate (including retail and commercial), and community development industries at the local and state levels to bring credibility, contacts, and business opportunities to CommunityWorks.
- Develop relationships with local, state, and federal government leaders, and elected officials to influence and stay ahead of policy changes that impact the affordable housing industry and the residents it serves, forging strategic pathways for CommunityWorks to continue strong development activity within the context of industry shifts.

KNOWLEDGE, SKILLS, and ABILITIES:

- Strategic thinker with an entrepreneurial spirit, capable of moving a small organization to new levels.
- Strong verbal, written and interpersonal communication skills, strong facilitation skills and strong conflict resolution skills.
- Knowledge and background in best practices in nonprofit management and governance.
- Experience in community redevelopment, lending and/or realty in the affordable housing sector is strongly preferred.
- Knowledge of local, state and national policies, issues and best practices regarding community redevelopment, affordable housing, and service delivery.
- Strong political acumen and negotiation skills, including ability to determine when and how to engage partners and stakeholders.
- Experience in fiscal oversight, including budgeting and analysis of financial reports.
- Knowledge of both residential and commercial mortgage lending and loan portfolio management.
- Demonstrated ability to grow capacity for and with members of an organization
- Some regional and national travel required.

TRAINING and EXPERIENCE

- A bachelor's degree (master's preferred), or equivalent combination of education and work experience in the housing and community development field
- Demonstrated progressively significant experience in a senior leadership role

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Activities, duties, and responsibilities may change at any time with or without prior notice.



SIGNATURES

This job description has been approved by all levels of management:

Manager _____

HR _____

Employee signature below constitutes the employee's understanding of the requirements, essential functions, and duties of the position.

_____ Date _____