

homeWORD, Inc.
JOB DESCRIPTION
POSITION: EXECUTIVE DIRECTOR

JOB SUMMARY: Reporting to the Board of Directors, the Executive Director provides leadership and is responsible for the day to day management, organizational health, and strategic direction of homeWORD. The ED is responsible for the achievement of the strategic goals and objectives of homeWORD through the effective and efficient management of staff, resources and programs.

SALARY RANGE:

\$45,000– \$55,000 DOE + generous benefit package

CORE RESPONSIBILITIES

I. Working with the Board of Directors to:

- Set operating policies and procedures; develop and implement the strategic/business plan; establish annual goals and operating plans; and create programs consistent with the mission and vision of homeWORD;
- Articulate a vision and direction that facilitates consensus building among diverse constituencies and supporters;
- Translate the needs and concerns articulated by community partners and residents into an effective and responsive set of programs that empowers and strengthens local communities;
- Provide reports to the Board on achievements and problem areas; and
- Support the Board in the fulfillment of its governance duties.

II. Leading and providing oversight of the Management Team to:

- Provide leadership to ensure that programs are well implemented- and clients receive the highest quality of services through effective and efficient program management;
- Support the leadership growth and development of the Management Team to meet the strategic goals and objectives of the organization; and
- Ensure the health of the team-based, mission-driven organizational culture.

III. Achieving organizational management objectives and maintaining fiscal integrity through:

- Responsible for homeWORD's financial and asset management policies and procedures;
- Work with the Finance Director to develop the annual income and expense budget;
- Work with the Finance and Development Director to ensure the development of plans to achieve financial sustainability and maintain fiscal solvency;
- Work with the Finance Director to implement of fiscal accounting and controls in accordance with industry guidelines and sound accounting practices;
- Work with the Finance Director to provide regular reports to the Board on fundraising achievements and problem areas;
- Adherence to the personnel policies of the agency;
- Efficient day-to-day office operations;
- Board and staff development;
- Quality assurance monitoring and evaluation of all programs;
- Administrative and logistical support to the Board; and
- Oversight of the recruitment of personnel, development of organizational procedures, general office communications and systems, and other operational concerns as needed.

- IV. Responsible for the Real Estate Development and Asset-Building Program efforts, in keeping with the homeWORD Strategic Plan through:
- Direction of the Development, Program, and Finance Directors to implement the homeWORD Strategic Plan;
 - Working with the Housing Development Director to deliver development decision making, in accordance with agreed upon screens and risk parameters, to the Board of Directors;
 - Working with the Housing Development Director to ensure that major lending methodologies, operational analysis, and financial ratio analysis are applied to development decision making;
 - Works to ensure all programs are based on best practices and routinely assess long term participant achievement; and
 - Provision of appropriate levels of communication between the Management Team and the Board of Directors to implement the homeWORD Strategic Plan.
- V. External Communication
Responsible for expanding the network of organizations and individuals who are aware of homeWORD's work through:
- Attendance at meetings and conferences, serving on related Boards of Directors, and speaking (and providing materials) to partners and allies, including grassroots organizations, statewide coalitions, and city/county governments, and others as identified;
 - Provide leadership and proactive outreach to ensure that homeWORD enjoys a visible profile in the state and region; and
 - Advocate at the local, state and federal levels for the resources to meet the affordable housing needs of the State of Montana.
 - Possess demonstrated ability to manage multi-tiered staff.

ESSENTIAL QUALIFICATIONS

- Bachelor's degree in public administration, business administration, public policy, planning, or related field or equivalent experience in a related field required;
- A minimum of three years of senior-level experience;
- A demonstrated record of innovation and achievement in one of homeWORD's focus areas – affordable housing development; creative development finance; green building; policy development, and promoting asset development to enhance the economic stability of low-income families;