Ronan Housing Authority/Lake County Community Housing Organization.

RHA/LCCHO~~CHOCCHO~~

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| **Job Title:** Executive Director | **FLSA Status**: Exempt |
| **Accountable To:** Board of Directors | **Position Status:** Full or Part Time, Salaried: $50,000 - $60,000 for Full Time |
| **Prepared By:** Board of Directors | **Revision Date:** September 21, 2023 |

**RHA/LCCHO is an Equal Opportunity and Affirmative Action Employer**

***Overview:*** The Executive Director is responsible for visionary leadership and management of RHA/LCCHO, a Montana housing authority/nonprofit organization founded in 1992 which exists to provide safe, accessible and affordable housing to residents of Lake County. The Agency oversees 108 units in Polson, Ronan, Charlo, St Ignatius and Pablo. It also manages up to 39 Section 8 vouchers. The website is: www.lakecountyhousing.org.

***Job Summary:***

The Executive Director will perform administrative and supervisory duties to ensure the proper functioning of RHA/LCCHO. The incumbent will act as a liaison between the Board of Directors and staff. The incumbent will implement and execute policies and represent and advocate on behalf of RHA/LCCHO to its partners, state and local governments, and the communities served. The incumbent is responsible for all program operations, personnel, board relations, fiscal and grant-related business. The incumbent protects Agency interests by adhering to established compliance standards.

***Job Characteristics /expectations:***

**Essential Function*s:***  This position requires exceptional communication, the exercise of sound judgment, timely and credible decision-making, ability to read and interpret complex policies and procedures, coordinate projects and supervise employees. The incumbent will drive strategic planning, fundraising and stakeholder relationships to achieve the organization’s missions and goals. This position requires strategic leadership, planning, and the ability to secure program and administrative funding. The position requires travel to attend workshops, conferences and meetings relative to the improvement of the organization’s operations. The incumbent must be able to maintain confidentiality while handling sensitive information.

**Personal Contacts:** This position requires extensive contact with statewide and regional associations, all agency staff, Board of Directors, state and local government officials, community residents and other public and private agencies. These contacts are not expected upon hire but should be developed during the first year of hire.

**Supervision Received:** The Executive Director will work under the direct supervision of the Board of Directors.

**Supervision Exercised:** Direct supervision of the staff (3), and indirect supervision of subcontractors and vendors. Serves as the primary lead in conducting monthly supervisory meetings.

***Job Accountability and Performance:***

Develops and gains Board consensus / approval of policies, goals, objectives and priorities for RHA/LCCHO. Administers day-to-day operations and programs in accordance with the Board’s vision and direction, Grantor regulations, and federal, state and local laws. Evaluates the results of program operations and reports findings to the Board of Directors. Establishes community support and communication with leadership in various organizations in our service area and beyond. Supervises and leads staff to achieve positive outcomes.

Manages RHA/LCCHO including:

1. Hiring, supervising, evaluating and terminating staff. Ensuring that staff are supplied with the resources required to fulfill their responsibilities.
2. Planning and monitoring projects
3. Planning and evaluating programs
4. Developing and overseeing budgets
5. Approving expenditures
6. Signing contracts
7. Co-signing checks

***Job Requirements:***

**Knowledge:** This position prefers the following. Knowledge of the goals and objectives of a rural housing authority/nonprofit organization. Knowledge of programs administered by and available to the Agency. Knowledge of state programs, regulations and fiscal operations. Knowledge of fund-based accounting.

**Skills / Abilities:** This position requires skills in strategic leadership, administration and management, verbal, written and interpersonal communication, supervision, and grant proposal writing techniques. It also

requires the ability to conceive, plan, design and implement programs, secure program funding, supervise a fiscal management system, follow verbal and written instructions, establish effective working relationships with employees, the Board of Directors and the public.

***Education/Experience:***

**Minimum Qualifications:**

* Five (5) years relevant experience.
* Bachelor’s or associate degree from an accredited institution.
* High level of energy and enthusiasm.

**Preferred Qualifications**:

* Background and experience in the field of rural housing.
* Bachelor’s degree in public administration or related field.
* Knowledge about the principles of nonprofit management, organizational structure and supervisory experience.
* Demonstrated ability in public speaking, written and oral communications and interpersonal relations.
* Experience working in a nonprofit organization, including supervision of staff and working with a board of directors.
* Experience working on an Indian reservation and knowledge of tribal policies.

***Job Performance Standards:***

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties.

Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential duties and responsibilities.

***COMPENSATION:***

Compensation and benefits are based on qualifications and experience.

***TO APPLY:*** Send cover letter and resume to: lccho.edapp@gmail.com. Position is open until filled.