

### **Position Description**

The Executive Director (ED) is both a visionary leader and day-to-day manager driving Lamoille County and Hardwick's housing solutions forward to meet the current housing crisis.

#### **Visionary Leadership Driving Innovative Housing Solutions**

- In partnership with the board of trustees and staff, leads implementation of and learning from the new strategic plan, including updating of policies, creation and management of annual budgets, and adaptation of the plan and organization based on learnings.
- Leads organizational engagement with municipalities, community partners, and residents to increase awareness of LHP's role in supporting community members with housing needs.

#### **Day-to-day Management and Fostering Inclusive Culture**

- Oversees organizational operations, asset management and protection, and all aspects of financial management and compliance.
- Fosters a diverse and inclusive team, including human resource management and organizational culture.
- Ensures inclusive marketing, fundraising, and public relations, including partnership development and public speaking on affordable housing.

#### **Developing and Managing Affordable Housing Projects**

- In partnership with asset and property management companies, ensures appropriate management of existing portfolios.
- Leads the development of new affordable housing projects in partnership with communities.
- Develops and manages MOUs with community partners to provide wrap around support services for our residents.

### **Profile of the Ideal Candidate**

While no one candidate will possess every quality mentioned below, many of the following professional qualifications and personal attributes would serve one well in this position. Do you see yourself in this position, but don't have all the ideal qualities listed below? Please apply!

#### **Mission-focused, collaborative leader and manager**

- Knowledge of, passion for, and commitment to LHP mission and vision, and affordable housing in general. Commitment to partnering with individuals and communities to further the LHP mission.
- Champion of social justice and equity, including deep commitment to engaging and empowering colleagues and communities.
- Present, accessible, and empathetic leader who motivates, appreciates, and respects those with whom we work, contributing to a welcoming and collaborative work culture.
- Proactive problem solver and proficient crisis manager.
- Demonstrated collaborative leadership in an organization of similar size and scope.
- Demonstrated experience of financial management and donor compliance.
- Demonstrated knowledge of real estate or affordable housing development in Vermont.
- Broad understanding of building construction management and building science preferred.

#### **Visionary and strategic executive**

- Demonstrated ability to successfully execute an organizational strategic vision and plan, including learning from and adapting the plan throughout implementation.
- Commitment to and success in integrating social justice and equity principles into overall organizational strategy.
- Skilled and engaging oral and written communicator using these skills to leverage funding, build teamwork, and foster partnerships.
- Acumen in operations, management of an organization, with a focus on accountability and transparency.
- Demonstrated understanding of financial complexities, challenges, and budgeting that nonprofit affordable housing providers face.

**Work-life balance**

- Demonstrated commitment to self-care routine and work life balance for self and staff.
- Sense of humor and ability to communicate positively even under stress.
- Adaptable and flexible, able to quickly pivot priorities and tasks as necessitated.

**LHP Perks**

Salary range for this position is \$95,000-\$110,000, accompanied by a generous package of benefits:

- Paid annual leave, sick leave, and holidays
- Financial stipend to cover health insurance
- Equipment and financial support for hybrid working

LHP provides employment opportunities without regard to race, color, religion, national origin, gender, sexual orientation, ancestry, place of birth, age, disability, or any other basis protected by state or federal law.

**How to Apply**

Send a cover letter and CV to: [Lamoillehousingrecruiting@gmail.com](mailto:Lamoillehousingrecruiting@gmail.com)