

Job Description for Executive Director

Nunnawauk Meadows, Newtown, CT

Job Description

- This position consists of 25 hours a week, including regular office hours Monday - Friday 9AM - 1PM, attending conferences, and attending private negotiations relative to Nunnawauk Meadows.
- Attend monthly Board of Directors meetings and confer regularly with the President of the Board.
- The Executive Director is responsible directly to the Board of Directors of the Newtown Housing for the Elderly, Inc for the planning, implementing direction, and administration of all Nunnawauk Meadows programs and functions.
- The Executive Director, under the direction of the Board of Directors of Nunnawauk Meadows, implements both the long term visionary and short term operational priorities of the agency.
- The Executive Director is responsible for the overall agency performance as measured by rural development and other federal, state, or governing bodies.
- The Executive Director can, without consultation with the owner, act and decide on the ongoing function and operation of Nunnawauk Meadows in an orderly fashion, except in cases of expenditures above \$2,000.00 at which time the Executive Director will consult with the owner.
- Monitors the balance sheet, income statements, and statements of cash flow on a monthly basis.
- Oversees/recommends implementation of cash management strategies and accounting systems.
- Updates the Board of Directors procurement policies.
- Prepares the news releases, public announcements, and notices.
- Acts as a liaison to representatives of other agencies and special interest groups with housing concerns.
- Oversees staff members who function as liaisons between the Board of Directors and various agencies and/or individuals, and serves as a liaison if necessary
- Projects a positive image of the agency to the community through various public relations programs.
- Works to develop a sense of community for the residents within their home, their development, and their community.
- Prepares agenda materials and minutes for Board of Directors meetings, maintains all official records for the Board of Directors, and oversees preparation of the Board of Directors annual report.
- Serves as the primary staff support to the Board of Directors.

- In emergencies (situations beyond the control of the Borrower that may threaten life, safety, or the physical security of the project) it is the responsibility of the Executive Director to resolve the emergency along with the action taken, after which the Board of Directors shall be notified.
- The Executive Director is authorized to pay operational expense of regular and routine matters, as provided by the budget. Monies from the security deposit account and reserve accounts may be dispersed **only after being authorized**, up to \$2,000.00.

Duties and Responsibilities

- Responsible for the general administration and physical operations of the property. Provides direction and supervision of the rental program; leasing of newly vacated apartments, collection of rent, issuing late notices, and eviction of tenants if required.
- Maintains appropriate rental records, applications, leases, various forms, and other required correspondence.
- The interviewing, hiring, and supervision of the personnel required in the operation of the development. The Executive Director is to report to the Board of Directors with any new candidates for hire or dismissal, and collaborate with the Board of Directors to make employment decisions as far as hiring, promoting, or dismissal.
- The Executive Director must work in collaboration with the Director of Rural Development.
- Reviews job performance, annually, of all staff and schedules training programs as needed.
- Meets with staff on a regular basis to review operations and resident issues.
- Takes a leadership role in creating an organization that has a high level of integrity, professionalism, and progressive-analytical-critical thinking.
- Oversees the development, implementation, and update of a comprehensive housing maintenance and preservation program.
- Ensures compliance with all covenants of the property.
- Oversees the development and implementation of a Capital Improvement/Asset Management Plan.
- Responsible for creating and maintaining a productive and positive workplace environment.
- Monitors the long-term feasibility of each unit and recommends course-corrective actions.
- Updates and implements ongoing professional development and job enrichment programs.
- The supervision of the maintenance area: to **include checking work orders**, inspections of common areas and the grounds for cleanliness, and managing preventative maintenance programs.

- The preparation of service contracts for bid such as rubbish, insurance, **grounds care, snow removal**, or any other services and submitting them for competitive bidding.
- The purchase of all materials and supplies necessary for the project, after competitive pricing.
- The ability to plan, prepare, and communicate with the Nunnawauk Meadows financial budget and performance
- The setting up of an accounting system to provide accurate and sufficient records.
- The monthly and annual preparation of all forms required by the USDA, Rural Development.
- The annual verification and re-certification of tenants and submission of forms as required by USDA, Rural Development or the Department of Economic and Community Development (DECD).
- Preparation of the annual budget to be submitted to the Owner and USDA, Rural Development for approval in accordance with Rural Development rules and regulations.
- Work with the Resident's Association to assist in the development of programs and activities helpful to and of interest to the residents.
- Securing the aid and interest of community organizations whose services may be of assistance to the residents.
- Oversee the funds collected and deposited in established accounts (operation, reserve, security deposit, donations) and those to be dispersed regularly and punctually from the proper account.
- Represent the Owner, at its direction, at such meetings, conferences, or private negotiations relative to this project.

Educational Requirements

- Bachelor's Degree in public or business administration or a related field.
- Three (3) years of management experience in assisted housing with supervisory experience and knowledge of rural development assisting rules and regulations.
- A COS Certification or equivalent certification required or obtained within the first year of employment.
- Candidate possesses a knowledge of Federal Programs with emphasis on budgeting, accounting, and procurement requirements.
- Excellent skills in staff and organizational development.
- Excellent written and oral communication skills.
- Standard office software knowledge of Microsoft programs.

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Some portions taken from <https://www.phada.org/job.php?id=2859>