

St. Joseph Housing Initiative Executive Director

Reporting to the Board of Directors, the Executive Director (ED) will have overall strategic and operational responsibility for St. Joseph Housing Initiative's staff, programs, expansion, and the execution of its mission. She or he will initially have or develop deep knowledge of field, core programs, operations, and business plans. Primary job responsibilities of the Executive Director will be to plan, coordinate, implement and manage all activities related to the development of affordable housing from acquisition through construction completion and permanent loan conversion. She or he will have an understanding of overall construction and real estate management, as well as a deep commitment to the mission of St. Joseph Housing Initiative, a new organization that will begin its work in South St. Louis. Startup funding for SJHI is in place.

Responsibilities

Vision, Leadership & Management:

- The Executive Director is the “Keeper of the Vision” for St. Joseph Housing Initiative. This person must deeply understand the strategic vision as articulated by the Founding Board of Directors, be able to articulate that vision with others, and protect that vision from expanding in an attempt to be all things to all people.
- Work with the Board of Directors to ensure ongoing local programmatic excellence, rigorous program evaluation, and consistent quality of finance and administration, fundraising, communications, and systems; recommend timelines and resources needed to achieve the strategic goals.
- Actively engage and energize St. Joseph Housing Initiative volunteers, board members, event committees, partnering organizations, and funders.
- Maintain consistent communication with the Board of Directors, being their eyes and ears, reporting back with great frequency and details the daily workings of the initiative.
- Work with the board to continuously develop and hone strategic direction as the initiative learns and grows during its initial start-up years.
- Lead, coach, develop, and retain St. Joseph's Housing Initiative's high quality staff and volunteers.
- Ensure effective systems to track scaling progress, and regularly evaluate program components, so as to measure successes that can be effectively communicated to the board, funders, and other constituents.

Securing the Home

- Evaluates the feasibility of potential development opportunities; conceptualizes a development program in concert with organizational mission and goals and makes recommendations to the Executive Director and Board of Directors.
- Plans and implements review of all financial and physical due diligence needed to safeguard the organization's investments in real estate.
- Managing the purchase of each home, including approval of purchase price, estimated rehabilitation cost and timeline prior to purchase.

Rehabilitating the Home

- Plans and obtains entitlements, planning approval and all construction permits and approvals, and all wet and dry utility plans and approvals in conjunction with development team partners.
- Manages the design and construction teams including architects, general contractors, engineers, construction managers, apprentices, volunteers, and other consultants to ensure adherence to project budget and schedule, cost containment and quality control. Resolves related problems and concerns.

Conducts and arranges regular site inspections and construction draw meetings. Personally inspects active construction projects not less than two times per week.

- Purchases needed supplies for renovation, coordinating delivery and availability of work supplies with work crews.
- Works directly with Volunteer Coordinator and Executive Director to ensure alignment of needed labor with available skilled laborers and volunteers.
- Prepares and monitors project budgets and cash flow projections; Establishes and monitors time and cost schedules.
- Researches sources of funding and maintains familiarity with threshold and screening criteria of key sources; prepares and submits funding applications in order to secure funding to support predevelopment, construction and permanent phases for development.

Turning the Home over to Homeowners

- Works with realtor prior to project completion to agree on sale price and develop marketing plan.
- Coordinates transfer process with new homeowners, neighborhood mentors, volunteers and donors for Ribbon Cutting Ceremony after completion of construction.

Financial Leadership:

- The Executive Director is responsible for overseeing the financial success of the St. Joseph Housing Initiative. This includes oversight of overall financial stability as well as accuracy of daily financial activity.

Fundraising & Communications:

- Work with the board of directors to support fundraising efforts for St. Joseph Housing Initiative. Expand local revenue generating and fundraising activities to support existing and expanding program.
- Continuously generate opportunities for relationship building that lead to potential partnerships which serve the best interest of St. Joseph Housing Initiative.
- Work with communications volunteers to deepen and refine all aspects of communications—from web presence to external relations with the goal of creating a strong brand and identity within the community and greater region.
- Use external presence and relationships to garner new opportunities.

Knowledge, Skills, & Abilities

- Ability to plan and manage the development of multifamily real estate projects. Knowledge of project management tools and principles.
- Strong analytical abilities, computation, negotiation and problem solving skills.
- Strong knowledge of building construction. Ability to track and manage construction projects, subcontractors and project development participants. Experience in daily construction site management.
- Ability to make public presentations and to work successfully with community groups, volunteers, government and private lenders, and low-income tenants.
- Knowledge of budgets and finance and cost management.
- Leadership and team building skills.
- Ability to work independently as well as with teams.

Education & Experience

The Executive Director will be thoroughly committed to the mission of St. Joseph Housing Initiative.

Specific requirements include:

- All candidates should have proven experience in leadership as well as experience in real estate, urban planning, construction, or public administration.
- Track record of effectively leading a local outcomes-based organization and staff; ability to point to specific examples of having developed and operationalized strategies that have taken an organization to the next stage of growth
- Unwavering commitment to quality programs and data-driven program evaluation
- Excellence in organizational management with the ability to coach staff, manage, and develop high-performance teams, set and achieve strategic objectives, and manage a budget
- Past success working with a Board of Directors with the ability to cultivate existing board member relationships
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills
- Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning
- Ability to work effectively in collaboration with diverse groups of people
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed

Desired Qualifications: Community planning and contract management experience; Knowledge of, or experience with, issues confronting of low-income communities and families. Expertise in developing policies and procedures for a new organization. Experience working with neighborhood and community development organizations. Spanish language ability a plus. Real Estate or housing development experience desirable.

Interested candidates should send resume and cover letter with subject line: St. Joseph Housing Initiative to stjosephhousingstl@gmail.com by Friday June 22nd, 2018.