

EXECUTIVE DIRECTOR Position Summary



Position Title: Executive Director

Location: Linn County, Iowa

Organization: Housing Fund for Linn County (HFfLC)

Type: Full Time

Salary Range: \$80,000 – \$90,000; commensurate with education and experience

Reports To: HFfLC Board of Directors

This is a comprehensive job description to assist applicants with understanding the position before applying. We know not all strong candidates will meet all the qualifications. We ask that all applicants complete a cover letter and share with us why they believe they are qualified for this position, including education, life experience, and professional expertise.

The Housing Fund for Linn County

The Housing Fund for Linn County (HFfLC) is a community-based non-profit organization dedicated to improving the quality of life within Linn County. Since its establishment as a 501(c)(3) in 2007 and certification as an Iowa Housing Trust Fund in 2008, HFfLC has been granted over \$6.3 million from the Iowa Finance Authority, making awards of over \$6.3 million to over 30 different entities to benefit over 2,100 households. HFfLC is a trusted entity that collaborates with non-profits, local and state governments, lenders, private entities, and philanthropic funders. HFfLC's commitment to its mission is unwavering, and its innovative and flexible funding continues to expand affordable housing opportunities, addressing the needs of households below 80% AMI.

The Executive Director Position

The Executive Director of the HFfLC will oversee the organization's operations, strategic direction, and community engagement. This role presents a unique and significant opportunity for a self-motivated leader to make a real difference in the community. Despite the challenge of managing multiple responsibilities without direct staff support, the role also offers the chance to leverage external partnerships and community resources to achieve the Housing Fund's mission of supporting and promoting affordable housing initiatives.

Key Responsibilities

Grant & Financial Management:

- Oversee budgeting and financial planning; ensure sustainability and compliance with financial regulations.
- Oversee daily financial management, including processing reimbursement requests from awarded organizations and providing documentation to ECICOG for financial statement preparation.
- Pursue funding opportunities, including grants, donations, and partnerships.
- Successfully manage each awarded IFA grant, ensuring compliance with all rules and regulations.
- Submit annual grant application to IFA, including ensuring all local match commitments are secured and application requirements are met.
- Oversee submission of grant application to Federal Home Loan Bank's AHP grant, including determination of housing trust fund local match commitment.
- Successfully manage loans and grants allocated to community-based organizations, including ensuring assisted household income requirements are met.

Relationship Building:

- Develop and sustain strong relationships with current and prospective funders, including local governments, financial institutions, foundations, etc.
- Build relationships with stakeholders, including local government, non-profits, and community members.
- Develop and nurture relationships with local organizations, community leaders, and stakeholders to foster collaboration and support for the organization's initiatives.

Fund Development:

- Promote the diversification of funding sources to enhance the financial stability and growth of the organization.
- Initiate fundraising efforts, including identifying potential donors, crafting fundraising strategies, and facilitating relationships that enhance the organization's financial sustainability.
- Identify and secure grants and other funding opportunities.

Strategic Leadership:

- Develop and implement a strategic plan to advance the Trust Fund's mission.
- Engage with the Board of Directors to align organizational goals with community needs.
- Identify, design, and manage housing programs that support affordable housing initiative. Research best practices and innovative models in affordable housing.
- Engage in efforts to advocate for policies and legislation that support the organization's mission and community needs.

Communications and Outreach:

- Develop and implement a communication and marketing strategy to promote awareness of the HFFLC's mission, programs, and impact.
- Represent the HFFLC at community events, forums, and meetings.
- Provide education and resources on affordable housing to empower communities and advocate for sustainable housing solutions that support low-income families and individuals.

Board Management

- Organize and manage board meetings and board committees, including scheduling, preparing agendas, distributing materials, and ensuring follow-up on action items and decisions.
- Prepare regular reports on progress and outcomes for the Board.
- Identify and recruit potential board members with diverse skills and backgrounds, ensuring alignment with the organization's mission and values.
- Facilitate orientation and ongoing training for new and existing board members.

Supervision

- Collaborating with funders and the Homeless Oversight Board, the Executive Director will supervise the Homeless Systems Manager, ensuring effective management of the homeless systems and alignment with the organization's mission.

Qualifications

Education: Bachelor's degree in a relevant field (e.g., finance or business administration, public policy, urban planning, non-profit management) required; Master's degree preferred.

Experience: We are looking for candidates with a preferred minimum of 3 years of experience in non-profit management, housing policy, or related fields. Experience in affordable housing finance is a plus. It is preferred to have a proven track record of at least 3 years in a leadership role within the non-profit sector or a related field.

Skills:

- Demonstrated ability to work effectively within diverse teams and build strong relationships with stakeholders.
- Excellent written and verbal communication and interpersonal skills.
- Proven ability to plan, execute, and oversee projects from initiation to completion within specified timelines and budgets.
- Strong leadership and organizational skills with the ability to manage multiple projects independently.
- Proficiency in working with complex financial situations and reporting to a grantor.
- Demonstrated expertise in identifying, cultivating, and securing funding opportunities from diverse sources, including grants, donations, and partnerships.
- Ability to build and maintain relationships with funders and stakeholders to foster long-term support.
- Ability to analyze and leverage community resources to enhance program sustainability and reach organizational goals.
- Strong experience in collaborating with and supporting a Board of Directors to advance organizational goals. Skilled in preparing and presenting reports, facilitating productive meetings, and ensuring effective communication between the Board and management.

- Proven ability to engage Board members in strategic planning, fundraising, and governance activities, fostering a culture of accountability and collaboration. Ability to provide guidance and resources to empower the Board in fulfilling its oversight and advisory roles.
- Knowledge of local housing market dynamics and related policies.

Attributes:

- Passionate about affordable housing, community development, and improving the lives of others.
- Self-starter with the ability to work autonomously.
- Collaborative spirit: A strong commitment to teamwork and partnership, with a proactive approach to engaging others in problem-solving and decision-making. Demonstrates openness to diverse perspectives and fosters an inclusive environment where all voices are valued. Actively seeks opportunities to collaborate across departments and with external stakeholders to achieve shared objectives and drive organizational success.
- Strong problem-solving skills and adaptability.

Other: There are occasional evening/weekend meetings or events, and the incumbent must possess a valid Iowa driver's license.