



# THE PARODNECK FOUNDATION

For Self-Help Housing and Community Development, Inc.

121 Sixth Avenue, Suite 501

New York, NY 10013

Tele: (212) 431.9700 Fax: (212) 431.9783

## POSITION AVAILABLE EXECUTIVE DIRECTOR

**START DATE:** January, 2012

**SALARY:** Up to \$120,000 depending on experience. Good benefits.

**ABOUT THE PARODNECK FOUNDATION:** The Parodneck Foundation for Self-Help Housing and Community Development, Inc. is an established NYC non-profit engaged in the preservation and development of affordable housing for low- and moderate-income New Yorkers. Current programs include a senior citizen home improvement loan program with \$10 million in loans outstanding; a housing counseling and foreclosure prevention program serving 600 homeowners annually; and, an affordable housing portfolio of over 900 units. Our affordable housing program is based on a mutual housing model which maximizes resident involvement and control while at the same time ensuring permanent affordability. Our programs and services are offered citywide and we have a special emphasis on serving seniors. We have 13 full and part time employees and an operating budget of \$1.2 million dollars.

For more information on the Parodneck Foundation's history, mission and programs, see our website [www.parodneckfoundation.org](http://www.parodneckfoundation.org)

**RESPONSIBILITIES:** The Parodneck Foundation Executive Director works closely with the Board of Directors to implement the mission of the organization and s/he oversees the day to day operations of the agency. Because Parodneck is a small organization, the Executive Director must be extremely adept at multitasking and must be willing and able to assume direct program responsibilities as needed. To effectively lead our agency, the Executive Director must also understand and be committed to the mutual housing model and to principles of tenant control and resident empowerment.

- **Governance** The Executive Director provides staff support to the Parodneck Foundation Board of Directors and Board Committees; s/he also oversees agency strategic planning activities.
- **Staff Supervision** The Executive Director directly supervises several senior staff.
- **Program Management** In addition to providing general oversight of all agency programs, the Executive Director also provides direct staff support to programs as needed on an interim basis.
- **Financial Management** The Executive Director oversees the finances for the Parodneck Foundation and works with fiscal staff to develop various agency reports and budgets.
- **Fundraising** The Executive Director has primary responsibility for fundraising. About 80% of the agency's \$1.2 million operating budget is recurring funding; the balance must be raised from new sources each year.
- **Administrative** The Executive Director formulates and oversees all of the agency's administrative policies and practices.
- **Communications** The Executive Director is the primary spokesperson for the agency. S/he must be a compelling public voice for the agency and the people we serve.

## **QUALIFICATIONS:**

**Skills:** The successful candidate will be a person of vision with a commitment to the Parodneck Foundation's mission. S/he will have strong leadership skills and will be an excellent manager and administrator. S/he will be adept at multitasking and responding to the multiple demands of running a small non-profit. The Executive Director will have strong fundraising and financial management skills. S/he will be an excellent communicator who can work effectively with a variety of stakeholders: tenants, community partners, public and private funders and elected officials.

### **Experience:**

- Minimum five years experience in non-profit management; experience must include fundraising responsibilities.
- Bachelors degree or higher.
- Five years or more experience in any of the following: affordable housing development and finance, community organizing, homeownership counseling or lending programs.
- Demonstrated experience in community development in NYC, which includes experience working with NYC government housing agencies.

The successful candidate will have the strongest combination of experience in the above areas.

**TO APPLY:** Please send cover letter, resume and writing sample to [ibaldvin@parodneckfoundation.org](mailto:ibaldvin@parodneckfoundation.org) or mail to: Search Committee, Parodneck Foundation, 121 Sixth Avenue, Suite 501, NY, NY 10013.

Interested applicants may obtain the full job description by visiting our website [www.parodneckfoundation.org](http://www.parodneckfoundation.org)

**This posting will be open until October 31 2011.**