

**ALEXANDRIA HOUSING DEVELOPMENT CORPORATION
POSITION PROFILE: EXECUTIVE DIRECTOR**

GENERAL DESCRIPTION OF FUNCTION

The Executive Director of the Alexandria Housing Development Corporation (AHDC) reports to the President and Board of Directors and is responsible for:

- 1) Identifying, evaluating and, in consultation with the Board, financing and securing, opportunities for affordable housing development (e.g., the Executive Director will negotiate contracts for purchase/site control, prepare financing proposals and pro formas), and managing projects through development and completion;
- 2) Providing oversight for the management of all projects in the organization's portfolio, including leasing, property management and maintenance and regulatory and compliance matters.
- 3) Effectively and positively representing AHDC in public and private meetings and raising the organization's profile within the local and regional communities;
- 4) Maintaining and expanding relationships and opportunities for potential collaborations with the City, the Alexandria community, lenders, and for profit and non profit development entities;
- 5) Providing regular reports to the President and Board regarding key activities, initiatives and issues impacting the organization;
- 6) Preparing the organization's annual budget and providing regular oversight of all financial matters;
- 7) Assisting the Board in fulfilling its governance function and facilitating optimum interaction between management and the Board of Directors;
- 8) Providing direction to the formation and achievement of the organization's philosophy, mission, and strategy and to its annual objectives and goals; Managing overall operations, staffing (including hiring and supervision of consultants and contractors, including third party property management and bookkeeping services, as needed) and resources of the organization;
- 9) Developing and implementing strategies to promote the long term and sustainable growth, development and financial self-sufficiency of the organization;

RESPONSIBILITIES

Operations Related

- 1) Be responsible for the organization's consistent achievement of its mission and conducting of business consistent with the mission, annual and strategic plans.
- 2) In consultation with the President and Board, develop and implement an annual business plan and long-term strategic plan to achieve the organization's goals and objectives.
- 3) Provide proactive, entrepreneurial leadership to identify and explore opportunities to expand services that advance the mission and strategic goals of the organization.
- 4) Maintain a climate that will attract, keep and motivate top quality people – both professionals and volunteers.
- 5) Develop an annual budget and establish and monitor the use of an appropriate bookkeeping system, internal financial controls and other financial management procedures, including monthly and annual financial status reports to the Board and

- appropriate Board committees; ensure all annual reporting and audit requirements are met.
- 6) Serve as the chief spokesperson for the organization, proactively working to raise the visibility of the organization and ensuring that it is properly presented to its various stakeholders.

Board Related

- 1) Provide assistance to the President and the Board through regular informal reports and updates regarding projects and activities, agenda and budget preparation, establishing the Board's annual calendar, keeping the Board fully informed on important factors affecting the organization, developing metrics to track implementation of the organization's strategic plan; supporting effective use of Board committees, making recommendations to the Nominating Committee on Board and committee members, and responding to and reporting to the Board as requested.
- 2) Develop with the Board an annual financial plan and long-term goals with specific fee income and fund-raising goals and take lead responsibility for achieving same.
- 3) Ensure compliance with all contracts and funding agreements and sound administrative practices within policies adopted by the Board.

CRITICAL SKILLS/EXPERIENCE

- 1) Bachelor's degree required; graduate degree in finance, real estate development, planning, property management or related field highly preferred; related field experience may be substituted for graduate degree.
- 2) Must have related experience in real estate development and current and basic knowledge of financing alternatives for for-sale and rental housing, preferably affordable housing, in a non-profit development organization.
- 3) Strong financial, analytical and problem-solving skills.
- 4) Strong relationship management and organizational skills and ability to coordinate complex activities, prioritize conflicting demands and meet deadlines.
- 5) Demonstrated ability as a manager, staff supervisor, financial manager and fund-raiser and in the recruitment and development of staff.
- 6) Demonstrated ability to work effectively with a Board of Directors.
- 7) Ability to develop and maintain various financial resources for both operation and project uses (e.g. grants and loan funds).
- 8) Demonstrated negotiation and communication skills, with persons, groups and organizations from all sectors of the community and have ability to clearly express ideas and strategies.
- 9) Must be highly motivated, be able to work independently and possess strong written and oral communication skills.
- 10) Ability to work evening and weekend hours, as needed.