



## FINANCE & ADMINISTRATION DIRECTOR

### POSITION SUMMARY

Ability Housing's vision is a society where housing is a right, not a privilege; and all individuals have safe, affordable housing in vibrant communities. Our mission is to build strong communities where everyone has a home. To achieve these, we develop and operate quality rental housing affordable to persons with extremely limited incomes; administer rental assistance to help chronically homeless households access market housing; and partner with service organizations to ensure our residents have the supports they require to maintain their housing and increase self-reliance.

Reporting to the President, the Finance & Administration Director provides mission-focused, seasoned, strategic, and process minded leadership; scales the organization to prepare it for opportunity and growth; and enhances the performance culture amongst a group of diverse, talented individuals. The Director helps others deliver measurable, cost-effective results that make vision a reality; tapping into the power that each member of the team brings to our mission. The Director creates efficient and effective systems to increase the productivity of the organization while enabling the team to retain the special drive that enables Ability Housing's success.

### ESSENTIAL RESPONSIBILITIES

The Finance & Administration Director will use their experience and abilities to implement the agency's Strategic Plan. This will include a thorough assessment of the agency's current state to ensure all growth is built upon a solid foundation. The Director will also be responsible for overseeing the daily operations of the organization; enhancing internal operations and improving processes and infrastructure to enable Ability Housing's continued growth and mission fulfillment.

The Finance & Administration Director is a member of Ability Housing's Senior Leadership Team. As such, the Director is responsible to:

- Play a full and collegiate role in the leadership and management of the organization
- Actively participate in achieving the Strategic Implementation Plan goals
- Develop and deliver strategic objectives and plans
- Understand and be informed by the financial position of the organization and how it impacts decision making
- Understand the operational implications of different courses of action
- Provide effective oversight of Finance, Asset Management and Agency Operations; assess and mitigate risk
- Ensure effective communication across departments and regions
- Communicate strategies, policies and procedures effectively
- Deputize for the President and other Senior Leadership Team members as appropriate and agreed

The Finance & Administration Director will be responsible to:

- Work with the Leadership Team to implement the agency's Strategic Plan; refine processes to monitor and report progress toward strategic goals
- Enhance accountability throughout the agency's operations and departments
- Cultivate the values of Ability Housing within the organization
- Manage and develop department and direct reports to foster efficient operation and growth

- Provide oversight and leadership of internal operations
  - Management of daily operations; identify trends, anticipate needs and proactively develop strategies to address those needs
  - Implement best practices and improve internal systems and communication with an eye toward future needs and budget realities
  - Lead the performance management process that measures and evaluates progress against goals; optimize organizational reporting and monitoring
  - Provide all staff with a strong day-to-day leadership presence; bridge regional operations and support an open-door policy throughout the agency
  - Manage agency operations, including:
    - Manage the Office Administrator; provide efficient administrative functions for all Ability Housing offices; ensure smooth daily operations of physical plant and equipment
    - Risk management and legal activities: letters of agreement, contracts, leases, and other legal documents and agreements, procurement and management of business insurance
    - Internal communications to facilitate more efficient operations
    - Information technology, ensuring systems and infrastructure provide optimal efficiency
- Provide effective strategic oversight of Finance, Asset Management, and Human Resource functions
  - Finance – provide strategic financial management for all aspects of the organization, including:
    - Manage the Finance team
    - Implementation of systems, policies, internal controls, accounting standards and procedures that support the growth of specific programs, overall organization, and budgeting and projections
    - Strategic financial planning for programs, departments and organizational financial projections; anticipate future consequences and trends, and incorporate them into the organizational plan
    - Manage property development draw and project close-out processes, including cost certifications, capital contributions and project accounting
    - Annual budget and operating plan, including mid-year adjustments
    - Ensure timely preparation of annual audited financial statements and Form 990
    - Support of fund development functions, including: develop annual and multi-year philanthropic projections; grant proposal budgets; monitoring and tracking; grant reporting; and methodology for allocation of grant awards
  - Asset management – ensure properties fulfill agency mission and objectives, and maintain value and quality, including:
    - Manage the Asset Manager
    - Compliance with all regulations, implementation of best practices, efficient operations and achievement of standards and target outcomes
    - Development of annual operating and capital improvement budgets; including capital needs assessments and lifecycle analyses
    - Ensure timely preparation of annual audited financial statements and tax returns
    - Effective use of all resources, including project specific reserves, to optimize property performance and value
    - Recapitalization, refinancing or disposition of properties in accordance with operational plans
  - Human resources – demonstrate value of organization’s greatest asset – its team of dedicated professionals
    - Instill a human capital development and “coaching” culture within Ability Housing
    - Upgrade human resource functions including: recruiting, training, development, compensation and benefits, employee relations and performance evaluation
    - Ensure compliance with best practices and regulatory requirements
    - Ensure staffing is sufficient to achieve organization’s goals

Perform other duties, as assigned; some travel may be required

Interested parties may send a resume and cover letter to [info@abilityhousing.org](mailto:info@abilityhousing.org).