



Job Title:	Executive Director	Reports to	Board President
Location:	1019 Hampshire Drive Maryville, TN 37801	Travel Required:	Occasionally for training, conferences, and legislative advocacy.
Level/Salary Range:	Min. Starting Salary of \$60,000	Position Type:	Full-time, Exempt
Will Train Applicant:	Yes	Date Posted:	9/9/2024

Applications Accepted By:

<p>FAX OR EMAIL:</p> <p>Fax: 865-982-3895 Email: bobby@foothillscdc.org Subject Line: Executive Director Application</p>	<p>MAIL:</p> <p>BOBBY EASON Foothills Community Development Corp. 1019 Hampshire Drive Maryville, TN 37801</p>
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Job Description

THE ROLE OF THE EXECUTIVE DIRECTOR

The Executive Director is responsible for all facets of operating FCDC’s programs and services. This position is expected to operate completely independently to lead the organization towards the successful execution of its board-approved strategic plan and long-term goals. As a small non-profit, this is the only full-time staff position at this time, as such, this position requires the ability to perform a wide variety of complex tasks and trouble shoot an equally wide variety of complex problems.

JOB SUMMARY

This is a full-time exempt position responsible for all facets of the organizational operations of Foothills Community Development.

Financial Management

- Oversee third-party bookkeeping agency to ensure financial records in QuickBooks are accurate.
- Support the day-to-day financial operations (pay vendors, deposit funds, create invoices, etc.)
- Create, analyze and report financial information to the Board of Directors, Auditors, lenders, etc..
- Prepare annual budgets to be approved by the board.
- Provide financial support required by funding organizations (federal or non-federal) to qualify for reimbursement of funds.
- Create internal financial controls and best practices.

Client Intake

- Support part-time staff in initial review of client applications.
- Perform final in-house review of all applications before forwarding to partner agencies for mortgage underwriting assessment.
- Support part-time staff in managing and communicating with client pipeline.
- Perform promotional activities as needed to maintain flow of incoming applications.

Development

- Ensure the procurement policies and procedures are up to date. Research and improve processes as needed.
- Perform property acquisition for development activities related to Homeownership and Rental Programs.
- Create detailed project budgets and pro formas to ensure affordability upon project completion.
- Procure and manage contractors to complete housing projects in a timely fashion and maintain a high standard for quality.
- Maintain all construction documentation and records to ensure compliance with applicable funding source requirements (e.g. HOME grant, AHP, etc...)
- Manage and coordinate closings for Homeownership Program. This includes drafting loan estimates and disclosures for forgivable mortgages and coordinating with other lenders and title agencies.
- Secure necessary funding for projects being pursued, this can include funding from lenders, private agencies or foundations, and public sources.

Compliance

- Create and maintain documents and activities to ensure compliance with grant, state, and local requirements. These generally consist of policies (Procurement, Internal Controls, Conflict of Interest, Etc.), and procedures.
- Elevate any concerns (real, potential or perceived violations) to the Legal Counsel, BOD or Company ombudsman as needed.

OTHER

- Perform research as needed to optimize or improve organization functions or programming.
- Participate in local conversations or working groups related to affordable housing in the region.
- Advocate to local, state, and federal officials and agencies about the importance of affordable housing.
- Educate all community stakeholders about the challenges and benefits of affordable housing development.
- Assess and pursue opportunities for new programs and impactful initiatives.
- Whenever possible, assist and partner with other agencies to create housing opportunities.

STANDARDS FOR MEASURING PERFORMANCE

- Create annual plan for the organization and over-arching 3-year plan for organization, these plans will be adopted by the board of directors and will be the metric on which the Executive Director's performance is measured.

KNOWLEDGE, SKILLS, ABILITIES:

- Bachelors' degree or equivalent relevant experience.
- At least two years' experience in housing or real estate.
- Nonprofit experience preferred.
- Intermediate to advanced experience with MS Office Suite.
- Critical thinking, interpersonal and problem-solving skills are a must.
- Excellent interpersonal communication and team building skills.
- Strong analytical skills, detail-oriented and solid organizations skills.
- Ability to prioritize and work independently; self-starter and self-motivator; proactive.
- This person must be able to deal with confidential information with a high degree of honesty, integrity and trustworthiness.

- TN General Contractors License or ability to acquire a license within 6 mo. is preferred.
- Experience in managing contractors and construction projects preferred.

PHYSICAL REQUIREMENTS NECESSARY TO PERFORM THIS JOB:

- Most work is performed indoors; however regular outdoor work is necessary to monitor construction progress and quality.
- Must be able to pass background and drug testing.
- May be required to purchase and deliver construction materials as needed to keep construction progressing on development projects.

TIME REQUIREMENTS

Average time for this position is approximately 40+ hours per week. Regular office hours are required as well as some evening and weekend hours. Foothills Community Development Corp. maintains a flexible schedule considering the job requirements conducted outside of normal business hours.

DISCLOSURES

Foothills Community Development Corp. is an Equal Opportunity Employer, committed to non-discrimination and equal opportunity for all without regard to race, color, sex, religion, national origin, disability, sexual orientation, genetic information or reprisal.