



## **Ask yourself**

Are you passionate about affordable housing?

Are you an advocate for providing sustainable solutions and outreach programs for families?

Are you the next Executive Director of Housing Assistance Corporation (HAC) in Hendersonville, NC?

## **Why?**

With great appreciation for the dedication of its interim executive director, HAC stands ready to welcome a permanent leader to their team. The Board of Directors has launched a search to match an innovative nonprofit leader with its passionate and dedicated staff and board to help families, seniors, and persons with disabilities find and stay in homes that are well-suited to them.

## **What will you do as HAC's next Executive Director?**

The Executive Director is responsible for building relationships across diverse stakeholders including local government, elected officials, donors, the board, staff, community partners, developers, apartment residents, and homeowners. The Executive Director will passionately advocate for affordable housing strategies and policies, provide leadership and support to the Board of Directors in attaining and allocating resources, implement programs to meet community need, and coach and mentor the staff. The Executive Director ensures the long-term sustainability and effective execution of HAC's mission, serving as the face of the organization.

### **Responsibilities Include:**

#### **Leadership**

- Support the organization's mission and vision.
- Provide leadership and direction to staff to ensure the effective operation and delivery of programs, services, and activities in compliance of funding.
- Regularly attend community meetings and events. Candidates should expect a moderate number of nights and weekend events and meetings.
- Actively engage in all community conversations about affordable housing and staying in place programs.

- Demonstrate leadership in affordable housing policy at the local, regional, and national levels.

### **Resource Management**

- Ensure the annual budget is funded and the organization has adequate cash flow.
- Monitor the annual budget in collaboration with financial management staff and the Board Finance and Audit Committee.
- Develop robust and diverse funding strategies and participate in cultivation and solicitation visits with development staff and board members.
- Create and maintain strategic alliances and collaborative partnerships with organizations, community leaders, local government, and elected officials.

### **Strategic Planning & Board Development**

- Oversee the creation and implementation of the organization's next strategic plan.
- Identify opportunities for growth and improvement.
- Ensure the Board of Directors is engaged and trained in organizational policies and programs.
- Work closely with the Board of Directors to energize and engage their involvement in policy decisions, fundraising, and visibility of the organization.
- Maintain a consistent emphasis on the importance of equity and inclusion.
- Provide innovation, advocacy, and ideation to preserve and grow the affordable housing inventory.

## **Why Housing Assistance Corporation?**

HAC strives to make a difference in the lives of the Henderson, Polk, and Transylvania County communities by building new construction projects designed to put families into homes that they might not otherwise be able to manage. They also enhance the community by providing home repairs for people with disabilities and the aging. HAC is committed to providing safe and affordable housing for persons of limited income living in Henderson, Polk, and Transylvania Counties because they believe every human being deserves the opportunity to live in a decent home.

In 1988, members of Trinity Presbyterian Church recognized that people in their community were living in deteriorating, unsafe homes that they did not have the financial means to repair. A few church volunteers began working together to help complete minor home repairs. Al Kissling, the pastor of Trinity Presbyterian, and other socially-conscience community members took an interest in the volunteer group. Through his work with volunteers, he became aware of the home repair needs of the county, the plight of migrant workers in the county's agriculture industry, and the lack of any organizational structure that would effectively respond to those needs. Mike Oliphant, HAC's first Executive Director, was hired in 1993, and HAC began to develop both single and multi-family housing.

In the early 2000's, HAC began exploring the concept of housing as more than simply a means of shelter. Housing provides a foundation for economic advancement for individuals, and in 2004, HAC became a grantee of the North Carolina Community Development Initiative. Since joining the initiative, they have diversified and increased multifamily housing production and single-family housing production by 50%, added an alternative program for single-family housing, expanded their Home Repair Programs and initiated a Fall Prevention Program.

Want to know more? Visit [Housing Assistance \(housing-assistance.com\)](https://housing-assistance.com).

## Key lived experiences, attributes, and skillsets sought in the Executive Director

- Bachelor's degree from an accredited four-year college; master's degree preferred.
- Minimum of five years experience leading a nonprofit organization; affordable housing preferred.
- Experience managing affordable housing programs, including real estate development, property use, rental, and real estate and affordable housing financing.
- Track record of building relationships and collaborating with grassroots organizations, community members, municipal government agencies, developers, elected officials, and other stakeholders.
- Dynamic, visionary, high-level strategic thinker with the ability to collaborate with board and staff to envision and convey the organization's strategic future to partners, donors, volunteers, and residents.
- Strong fiscal management expertise with experience creating and monitoring budgets in partnership with board committees.
- Excellence in organizational management and time management with the ability to recruit, coach, motivate and inspire staff to develop a high-performing team.
- An understanding of federal, state, and local grantmaking, grant impact metrics, compliance and identifying new funding in tandem with the Development Director.
- Organized and detail-oriented, ability to prioritize tasks and meet deadlines.
- Proven leadership skills, including negotiation, problem solving, decision making and delegation.
- Strong written and oral communication skills; a persuasive and passionate communicator with excellent interpersonal skills and ability to speak confidently in public forums.
- Confident, patient, and compassionate resilience.
- Ability to work effectively in collaboration with diverse groups of people.

## Think you are the next HAC Executive Director?

To apply, click on the link to the Housing Assistance Corporation Executive Director position profile at [ArmstrongMcGuire.com/jobs](https://ArmstrongMcGuire.com/jobs). You will see instructions for uploading your compelling cover letter, resume and salary requirements. Please provide all requested

information to be considered. In case of any technical problems, contact [talent@armstrongmcguire.com](mailto:talent@armstrongmcguire.com). No phone calls, please, and no applications will be accepted by email or directly from third-party posting sites.

## **Salary and Benefits**

Salary is commensurate with the requirements of the position with a range of \$100,000 to \$110,000. Benefits include group health, dental, vision and life insurance as well as short and long-term disability insurance. In addition, HAC offers a 3% matching contribution annually towards a retirement plan, 15 days of vacation and 11 paid holidays.

HAC is a Fair Housing and Equal Opportunity provider and strives to eliminate housing discrimination, promote economic opportunity, and achieve diverse, inclusive communities for the low to moderate income populations. Housing Assistance Corporation strives to continue to uphold a core value of diversity, equity, and inclusion with all organization operations and is a workplace where different perspectives and values are embraced.

Review of candidates will continue until the position is filled.