

United Tenants of Albany, Inc. Executive Director Job Description

The Executive Director is the Chief Executive Officer of United Tenants of Albany. The Executive Director reports to the Board of Directors, and is responsible for the organization's consistent achievement of its mission and financial objectives.

UTA is a small non-profit with an annual operating budget of \$300,000 and a staff of less than 10 professional and support staff. As Executive Director, your responsibilities will include decision making and direct supervision of all aspects of the organization.

<http://unitedtenantsalbany.org>

In Program Development and Administration, the Executive Director will:

1. Work to ensure organizational and financial viability for the agency by undertaking fundraising, strategic planning and capacity-building efforts.
2. Provide leadership in developing program, organizational, and financial plans.
3. Promote active and broad participation by volunteers in all areas of the organization's work.
4. Maintain official records and documents, and ensure compliance with federal, state and local regulations.
5. Maintain a working knowledge of significant developments and trends in the field.
6. Attend monthly Agency Directors' meetings of Catholic Charities of the Albany Diocese and participate in public policy and education efforts in support of economic justice.

In Communications, the Executive Director will:

1. Provide the Board with an Executive Directors report upon request, but at least once every 3 months.
2. Publicize the activities of the organization, its programs, and its goals.
3. Establish sound working relationships and cooperative arrangements with community groups and organizations.
4. Participate in public policy and education efforts that promote development and preservation of affordable housing and tenants' rights.
5. Participate in statewide efforts to retain and enhance public funding for housing and homeless programs.
6. Stimulate and support community organization efforts addressing low income housing issues.

In Relations with Staff, the Executive Director will:

1. Be responsible for the recruitment, employment and release of all personnel (paid, volunteer and interns).
2. Ensure that job descriptions are accurate; that regular performance evaluations are held; and that sound human resource practices are in place.
3. Encourage staff and volunteer development and education.

In Budget and Finance the Executive Director will:

1. Develop and maintain sound financial practices; submit funding applications and reports; and ensure that all other contractual obligations are met.
2. Prepare annual budget

Minimum qualifications:

Master's Degree preferred in Social Work, Human Services, Sociology or related field; or Bachelor's Degree in Social Work, Human Services, Sociology or related field with three years' experience; or associates in Social Work, Human Services, Sociology or related field and 6 years' experience. Experience must be in a housing, human service or community organization.

Strong knowledge of housing programs and housing issues that impact vulnerable populations.

5 years of experience in staff management preferred.

Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting

An understanding of the community organizing process, and experience with community organizations and collaborations.

Excellent interpersonal, problem-solving and written/oral communication skills

Position Status: Salaried/Exempt

Reports to: United Tenants Board of Directors

How to apply

Deadline: January 11, 2018

Please send cover letter and resume to admin@unitedtenantsalbany.org.

United Tenants of Albany is an Equal Opportunity Employer.