

**Interim Executive Director  
United Tenants of Albany, Inc.  
Albany, New York**

**ABOUT US**

United Tenants of Albany, Inc. (UTA) is a community-based nonprofit organization that works to improve housing conditions, both in terms of physical conditions and in terms of tenants' rights for security and equity. UTA responds to calls throughout the Capital District and concentrates its activities in low and moderate income neighborhoods in Albany.

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>

**THE ROLE**

UTA seeks an interim executive director to guide the organization as it transitions between permanent executive directors. The interim executive director candidate should be a veteran nonprofit manager with a demonstrated history of successful organizational leadership. Knowledge and experience in low-income housing or direct services preferred but not required. Anticipated 20 hour per week commitment and tenure of two to six months.

**RESPONSIBILITIES**

- Manage UTA's administration, human resources, and finances in a period of organizational transition;
- Ensure all organizational grant and budgetary requirements are satisfied;
- Communicate regularly with the outgoing executive director to provide stability and ensure a seamless transition for a future executive director;
- Work with UTA's board of directors to review and implement organizational policies and procedures;
- Engage with stakeholders to identify and pursue funding opportunities and revenue streams;
- Assess programmatic effectiveness and recommend changes to program content, policies, and procedures accordingly;
- Lay the groundwork for the success of UTA's next permanent executive director.

**HOW TO APPLY**

- Please send cover letter and resume to [admin@unitedtenantsalbany.org](mailto:admin@unitedtenantsalbany.org).
- Position available immediately. Deadline to apply December 17, 2018.
- Hourly rate commensurate with experience. Comprehensive benefits will not be offered for this temporary position.
- United Tenants of Albany is an Equal Opportunity Employer.