

JOB DESCRIPTION  
PRINCETON COMMUNITY HOUSING AND ITS AFFILIATES

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| <b>Job Title:</b>      | Executive Director |
| <b>Job Reports to:</b> | Board of Trustees  |

**A. General Summary**

Princeton Community Housing (PCH) is a non-profit organization founded in 1967 to provide, manage, and advocate for affordable housing in Princeton. PCH currently owns and manages 463 rental units in four distinct housing developments and manages 5 rental units owned by the Borough of Princeton. The approximately 1,000 residents represent a diverse population in age, economic status, and ethnic background.

Princeton Community Housing operates with a lean staff to provide services to residents in its facilities. Through superior leadership and sound guidance, the Executive Director implements PCH's mission, objectives, policies, and plans in alignment with the strategic direction set by the Board of Trustees. Viewed broadly, the Executive Director leads the organization by:

- assuming responsibility for all matters relating to the general business activities of PCH, subject to the approval of the Board of Trustees;
- directing the development of policies and procedures within the organization to encourage successful management by promoting organizational efficiency and effectiveness; and
- meeting with members of the community and government to successfully promote the mission of the organization.

**B. Job Scope**

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| Annual Budget Responsibilities:                            | \$6,000,000 +/-  |
| Job Titles and Number of Employees by Job Title Reporting: | 1 Director of Finance<br>3 Property Managers<br>1 Administrative Assistant |

**C. Primary Duties and Responsibilities**

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| <p><b>1. Organizational Leadership</b></p> <ul style="list-style-type: none"> <li>▪ Assist the Board in developing and implementing a strategic plan and policies to guide the organization.</li> <li>▪ Oversee and direct the implementation of short and long range plans and policies for staff.</li> <li>▪ Attend all Board meetings and support standing Board committees and ad hoc task forces as requested.</li> <li>▪ Identify, assess, and inform the Board of internal and external issues that affect the organization.</li> <li>▪ In addition to Board President, act as spokesperson for the organization and represent PCH at community activities to promote PCH's mission.</li> <li>▪ Establish good working relationships and collaborative arrangements with community groups, funders, politicians, and other organizations to help achieve the goals of the organization.</li> <li>▪ Disseminate information that is accurate, timely, and enhances PCH's image.</li> <li>▪ Serve as Administrator for Princeton Affordable Housing Task Force.</li> <li>▪ Advocate for affordable housing and seek opportunities for additional affordable housing development.</li> </ul> |
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**2. Organizational Management**

- Oversee human resources to include recruitment, interviewing, selection, discipline, and termination of all PCH staff with assistance from relevant site managers and board members.
- Directly supervise PCH Development Corporation staff and site managers, providing orientation, training, regular ongoing support, establishing priorities, and scheduling performance reviews.
- Encourage staff development and promote organizational efficiency and effectiveness.
- Ensure that PCH carries out its mission and meets the expectations of its clients, board, funders, and governmental agencies.

**3. Property Management**

- Oversee management of PCH sites and other properties managed by PCHDC; maintain familiarity with HUD Management Handbooks, NJHMFA Policies and Procedures Manuals, and NJ Uniform Housing Affordability Controls.
- Anticipate major maintenance and oversee major maintenance and construction projects at all sites.

**4. Fundraising**

- Work with Development Committee to conduct annual appeals and capital campaigns.
- Research funding possibilities for extra-ordinary projects and submit grant proposals.
- Assist board members with cultivating and soliciting major donor prospects.

**5. Administration and Finance**

- Prepare site budgets, present to Management and Finance Committees, and submit to responsible government agency for approval.
- Ensure that personnel, tenant, donor, and volunteer files are securely stored and that privacy/confidentiality is maintained.
- Ensure that bookkeeping and accounting standards and procedures are followed; work with auditors on year-end audit and preparation of tax returns.
- Monitor monthly cash accounts and P&L statements; submit requests for funding from R&R site accounts to appropriate agency for approval.
- Oversee website management and production of all outreach materials including Annual Report and brochures

**D. Performance Indicators:**

- Achieves strategic and annual organizational objectives.
- Meets budgets.
- Models excellent teamwork, efficient and sensitive client services, and other effective organizational behavior.
- Adhere to the policies and procedures in the Employee Handbook.

## E. Job Requirements

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| <b>1. Education</b>   |
| College degree preferred.   |
| <b>2. Experience</b>  |
| Three years of executive level experience in a comparable organization with a demonstrated record of achievement. It is preferred that the successful hire will also have property management experience.   |
| <b>3. Skill and Competency Requirements</b>   |
| <ul style="list-style-type: none"><li>▪ Demonstrates strong management skills such as delegation, performance accountability, and development of staff.</li><li>▪ Deals with others in a straightforward and honest manner, is accountable for actions, maintains confidentiality, supports PCH values, and operates in a transparent manner.</li><li>▪ Possesses excellent interpersonal skills complemented by strong oral and written communication skills in working with staff, residents, community, and Federal, state, and local government employees and regulatory agencies.</li><li>▪ Exhibits good listening skills, builds strong relationships, is flexible/open-minded, negotiates effectively, solicits performance feedback and handles constructive criticism well.</li><li>▪ Promotes strong teamwork and performance, wins and successes; fosters open dialogue.</li><li>▪ Invites input from each person and shares ownership and visibility; promotes collaboration between departments and functions.</li><li>▪ Is results-oriented, encouraging, and motivates staff to be sensitive to the needs of PCH and our residents.</li><li>▪ Plans for and uses resources efficiently, always looks for ways to reduce costs, creates accurate and realistic budgets, tracks and adjusts budgets, leads the budget planning.</li><li>▪ Proficient in Microsoft systems</li></ul> |

The preceding job description is intended to provide general guidelines and parameters for the job and is not intended to be a comprehensive, detailed description of the job. It is expected that the Executive Director will perform other duties as may be assigned. Annually, the Board of Trustees and the Executive Director will work together to review and update detailed job expectations.