



# United Tenants of Albany

*A Better Place to Live*

## **Job Description - United Tenants of Albany**

United Tenants of Albany is an organization working with individuals and communities to promote and preserve safe, decent, and affordable housing for all residents of Albany County. We are actively seeking an Executive Director for this grassroots organization. All interested applicants must apply no later than March 15, 2021.

### **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, financial objectives, and staff management.

#### **In Program Development and Administration, the Executive Director will:**

- Work with the Board of United Tenants to ensure organizational and financial viability for the agency by undertaking fundraising, strategic planning, and capacity-building efforts.
- Provide leadership in developing program, organizational and financial plans with the Board and staff, and carry out plans and policies authorized by the Board.
- Promote active and broad participation by volunteers in all areas of the organization's work.
- Maintain official records and documents, and ensure compliance with federal, state, and local regulations.
- Maintain a working knowledge of significant developments and trends in the field.
- 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:**

- See that the Board is fully informed of the condition of the organization and all-important factors influencing it.
- Publicize the activities of the organization, its programs, and goals.
- Establish sound working relationships and cooperative arrangements with community groups and organizations.
- Participate in public policy and education efforts that promote the development and preservation of affordable housing and tenants' rights.
- Participate in statewide efforts to retain and enhance public funding for housing and homeless programs. Stimulate and support community-organizing efforts addressing low-income housing issues.

#### **In Relations with Staff, the Executive Director will:**

- Be responsible for the recruitment, employment, and release of all personnel, including volunteers and interns.

*UTA is an Equal Employment Opportunity employer and actively recruits people of color, women, individuals with disabilities, and members of the LGBTQ community.*



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- Ensure job descriptions are developed, regular performance evaluations are held, and sound human resource practices are in place.
- Encourage staff and volunteer development and education and assist program staff in relating their specialized work to the total program of the organization.
- Maintain a climate that attracts, retains, and motivates a diverse staff of top-quality people.

## **In Budget and Finance, the Executive Director will:**

- Be responsible for developing and maintaining sound financial practices, submitting funding applications and reports, and ensuring all other contractual obligations are met.
- Work with staff, Finance Committee, and the Board in preparing an annual budget for Board approval.
- Ensure the organization operates within budget guidelines and that the Board receives regular and timely financial reports.
- Conduct official correspondence of the organization jointly with the President and Secretary of the Board, designated officers, and execute legal documents.

## **Minimum qualifications:**

- Master's Degree in Social Work or related field (OR Bachelor's Degree in Business or related field with significant nonprofit management experience).
- Excellent communication and writing skills; including previous grant writing experience.
- Solid knowledge of housing programs and issues that affect persons with low incomes.
- 3 years' experience in staff management, personnel management, and Human Resource management/knowledge.
- Experience with financial management, budgeting, and financial planning. Knowledge of QuickBooks.
- An understanding of the community organizing process and experience with community organizations and collaborations.
- Strong interpersonal, problem-solving, and supervisory skills.
- 3 year's minimum experience in a leadership capacity with a housing, human service, or community organization.

Benefits package included. Salary is commensurate with experience.

Position Status: Salaried/Exempt

Reports to: United Tenants Board of Directors

Job Type: Full-time

Pay: \$55,000.00 - \$65,000.00 per year

COVID-19 considerations: All staff and office visitors are required to wear a mask. Works mostly in the office, some remote work.

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