

Hope of Martin Community Development Corporation

**Developer/Executive Director Job Description**

The Developer/Executive Director is responsible for overseeing the day-to-day operation and management of the organization and reports directly to the Board of Directors.

**Minimum Requirements**

1. Aware of the principles of administrative management, including budgeting, office procedures, and reporting.
2. Ability to direct, instruct and work with other agencies and organizations.
3. Ability to organize, evaluate and present information effectively.
4. Ability to communicate effectively with others, both orally and in writing.
5. Must submit to and pass alcohol/drug screening and criminal background check.
6. Must have a minimal of high school diploma with a bachelor's degree in business administration or related field is preferred or six years of management experience in housing, or any combination of experience and education that would be likely to provide the required knowledge and abilities as determined by the organization.

**Responsibilities**

The Developer/Executive Director will:

1. Establish the agenda for board meetings in conjunction with the Property Manager and the Board Chairman.
2. Preside over board meetings in the absence of the Board Chairman and execute committee meetings ensuring that discussions and decisions further the organization's mission.
3. Coordinate with Board Chairman to call special meetings, if necessary.
4. Sign key documents, and executes contracts, on behalf of the organization.
5. Oversee activities of the Property Manager in conjunction with Board Chairman.
6. Coordinate Property Manager's annual performance evaluation with Board Chairman.
7. Speak publicly for the organization.
8. Solicit funds for projects and programs.
9. Work with engineers and architects in the design and modifications of properties, as well as the process of bidding out projects.
10. Work with contractors and engineers to assure homes are built to planned specifications and within specified time limits.
11. Communicate with Federal, State, and local officials to ensure all policies, procedures, practices and guidelines are followed.
12. Oversee maintenance-related services, includes planning, developing, implementing, controlling, and evaluating programs and operations.
13. Implement other activities deemed necessary by the Board.

Revised: December 5, 2019