



Job Description

Executive Director, West Virginia Affordable Housing Trust

Summary

Serves as Chief Administrative Officer of the WVAHT, whose mission is to:

- encourage stronger partnerships, collaboration and greater involvement of local communities in meeting housing needs in West Virginia;
- assist in increasing the capacity of community housing organizations;
- encourage private sector businesses and individuals to contribute capital to community-based organizations; and
- assist community organizations in providing safe, decent and affordable housing to our citizens.

Duties

This position reports to the WVAHT Board of Directors and, as the sole staff member, performs professional duties related to the overall function of the Trust, including:

1. General Management, such as research, planning, finance, budgeting, fundraising, implementation, reporting and evaluation of all programs and activities of the Trust;
2. Creatively design programs and systems to implement the mission of the WVAHT;
3. Operations, such as the hiring and supervision of staff and/or consultants and the purchase of equipment and supplies;
4. Administration, such as coordinating the fiscal administration with the West Virginia Housing Development Fund (the Trust's Fiscal Agent) and implementing Board-approved policies related to programs and personnel; and
5. Public Relations, such as managing all communication with government offices, developing and maintaining a positive image and reputation of the Trust with all its stakeholders, and maintaining effective working relationships with government, the nonprofit community, the financial community, builders and developers and all others providing housing throughout the State.

Qualifications: Knowledge and preferably experience with the following:

- principles and philosophy underlying housing trusts or similar entities;
- lending practices;
- housing development (from financing to construction to lease or sale); and
- housing needs of low- to moderate-income households;

Education & Experience: B.A. or B.S. in related field, with Master's level degree preferred. Extensive professional managerial experience in housing, banking, government or nonprofit field. Must possess valid Driver's License.

Physical Demands: This position may be required to sit at a desk for long periods of time. Position requires ability to conduct site visits requiring long-distance car travel and visits to rural places and construction sites.