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Executive Director

About Housing Conservation Coordinators, Inc.

Housing Conservation Coordinators, Inc. (HCC), a 45 year old community-based, not-for-profit legal services agency, is based on the west side of Manhattan. HCC's programs -- legal services (including housing, benefits, immigration, elder law and consumer debt), tenant/community organizing and weatherization assistance -- advance its mission to promote social and economic justice and fight for the rights of poor, low-income and working individuals and families. Today we offer a wide range of legal, advocacy, weatherization assistance and tenant/community organizing services and reach more than 3,000 residents annually. HCC's annual budget is \$2.7 million.

Job Summary

HCC seeks a dynamic Executive Director who is a strong leader with a proven track record developing, implementing and managing successful programs. The executive director reports to the Board Chair and is responsible for ensuring that the organization upholds its mission and financial viability. The executive director will lead a dedicated management team and an agency staff of 20.

We seek a strategic thinker with a demonstrated track record as an effective fundraiser, strong operational and fiscal oversight, and the proven ability to mentor staff effectively. The successful candidate will have demonstrated a strong commitment to social justice for underserved populations in an urban community, excellent interpersonal communication skills, financial acumen, and comfort with working with diverse constituencies -- including attorney and non-attorney advocates, elected officials, and community members.

Responsibilities:

Operations

- Provide support to HCC Board of Directors, including but not limited to hosting quarterly board meetings and cultivating new members
- Monitor program performance, trends and community needs
- Oversee hiring and staffing
- Oversee programmatic and fiscal compliance for government and foundation grants
- Ensure compliance with federal, state and local laws
- Maintain applicable insurance at appropriate levels for HCC Board, staff and operations

Fiduciary Responsibilities

- Develop and monitor annual agency-wide budget
- Approve agency expenses and payments
- Provide support to Board Finance Committee in management of agency investments
- Work with HCC Board Audit Committee and Fiscal Officer to select a fiscal auditor and oversee annual financial audit
- Oversee bank reconciliations
- Oversee agency 403(b) retirement plan; conduct an annual review of the 3(38) fiduciary investment advisory, and review overall performance of funds; ensure distribution of mandatory participant notices

Fundraising/Development

- Work with program directors and staff to establish funding priorities
- Cultivate relationships with funders
- Work with consultant grant writer to identify and submit proposals for appropriate grants from government, corporate and foundation sources
- Work with HCC lobbyist to secure discretionary government funding
- Oversee annual donor solicitation
- Host regular fundraising events
- Assist with grant writing and program reports as necessary

Internal Operations

- Provide support, training and direct supervision of management staff, including training, mentoring and annual performance evaluations
- Conduct regular staff meetings, agency-wide retreats, and management staff retreats
- Conduct union negotiations and ensure compliance with Collective Bargaining Agreement
- Oversee HDFC revolving loan program

External Representation

- Serve on appropriate boards and governing entities relevant to HCC programs, including Weatherization Policy Advisory Council, legal/organizing membership organizations, issue-specific task forces [if appointed], etc.
- Serve on local planning Community Board 4 [if appointed]
- Testify before City and State agencies on issues impacting HCC and its client population
- Participate in coalitions appropriate to HCC services
- Oversight of website development, social media and communications

Qualifications:

Candidate must be a strategic thinker, possess strong leadership skills, have a successful track record developing, managing, and implementing effective programs and a proven record as an effective fundraiser. The successful candidate will have demonstrated strong operational and fiscal oversight, financial acumen and significant experience managing agency and program

budgets. All candidates must have a demonstrated commitment to social justice for underserved populations in an urban community, with direct experience in HCC program areas and possess the skills to mentor staff effectively. Attorney and non-attorney applicants welcome. Candidates must possess a B.A, have excellent oral and written communication skills, be comfortable with Microsoft Office, including Microsoft excel, and have significant prior management experience.

How to apply:

Please submit cover letter, resume, salary history, and salary requirements to alobiondo@hcc-nyc.org by March 3, 2017. Insert “Executive Director applicant” in the subject field.

HCC offers a competitive salary, commensurate with experience, and an excellent benefit package.

HCC is an equal opportunity employer and values a diverse workforce. Women, people of color, gays and lesbians, transgender people, veterans and people with disabilities are encouraged to apply.