



55 South Broadway, Tarrytown, New York • 914-328-1896 • [info@shelteringthehomeless.org](mailto:info@shelteringthehomeless.org)

## **JOB DESCRIPTION**

### **Executive Director**

#### **Background**

Established in 1995, Sheltering the Homeless Is Our Responsibility/Interfaith Council for Affordable Residence (SHORE/ICARE) dedicates itself to addressing the critical needs of homeless and near homeless families in Westchester County by providing and maintaining permanent homes in a healthy and safe environment. SHORE/ICARE currently owns or manages 23 homes located in Mamaroneck, White Plains, Ardsley, Yonkers, and Sleepy Hollow and has two single family homes in development in Greenburgh. SHORE/ICARE plans to expand their inventory.

#### **Executive Director Description**

Reporting to the Board of Directors, the Executive Director is responsible for SHORE/ICARE's property management, tenant relations, fund development and administration. This is a full-time exempt position headquartered in the office of the Housing Action Council at 55 South Broadway, Tarrytown, New York 10591. Housing Action Council provides technical support to SHORE/ICARE. The Executive Director is a newly created position to carry out the responsibilities listed below, which were previously fulfilled by HAC through a contract with SHORE/ICARE. This is an exciting opportunity for a motivated candidate to shape this new role as the first full-time staff member in the organization.

Management of the properties includes rent collection and oversight of the property maintenance staff. It also includes oversight of the finances of the properties, i.e. monitoring revenues and expenses, and the organization, handling tenant move-outs and move-ins, management of capital improvement projects and tenant services, i.e., screening tenants, recertifying them, and providing or coordinating housing case management services as needed. The Executive Director will supervise the part time Rental Housing Counselor.

#### **Responsibilities**

- Property management
  - o Field calls from tenants
  - o Oversee property maintenance staff
  - o Manage capital improvement projects, with Board support
- Tenant services
  - o Collect rent
  - o Screen and recertify tenants
  - o Handle tenant move outs and move ins
  - o Coordinate housing case management services
- Financial management
  - o Pay bills and generate invoices
  - o Monitor revenues and expenses
  - o Oversee fundraising staff
  - o Work with bookkeeper and auditor, with Board support

- Work with the Board of Directors
  - o Monthly board meetings, third Monday of the month in the evening
  - o Keep board informed of critical organizational information
  - o Collaborate on fundraising and tenant services

### **Qualifications**

- **Required**
  - o Bachelor's degree or related experience
  - o Strong organizational, written and verbal communication skills
  - o Detail oriented
  - o Able to travel throughout Westchester County
  - o Occasional weekend and evening work required
- **Preferred**
  - o Familiar with landlord/tenant law
  - o Experience with non-profit organizations
  - o Experience in building management & tenant relations

### **Benefits**

- Annual Compensation -- \$80,000
- Paid Vacation (2 weeks)
- Paid Holidays (11 days)
- Health benefits to be discussed

**Resumes & cover letter to be sent to [mail to: info@shelteringthehomeless.org](mailto:info@shelteringthehomeless.org) with subject heading as SHORE/ICARE Executive Director by April 22, 2022.**

*SHORE/ICARE maintains a policy of equal treatment to all employees and applicants for employment without regard to race, creed, color, national origin/nationality, ethnicity, ancestry, religion, sex, age, disability, marital status, sexual orientation, gender identity or expression, citizenship status, or any other characteristic protected by federal, state, or local law.*