



55 South Broadway, Tarrytown, New York • 914-328-1896 • info@shelteringthehomeless.org

JOB DESCRIPTION

Executive Director

Background

Established in 1985, 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.

Executive Director Description

Reporting to the Board of Directors, the Executive Director will be 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 (HAC) at 55 South Broadway, Tarrytown, New York 10591. 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.

The ideal candidate will have experience in affordable housing and a commitment to the SHORE/ICARE mission. We are looking for someone willing to take the initiative; a self-starter that can operate with minimal direction and cultivate connections in the field of affordable housing across Westchester. Someone who is able to communicate respectfully with tenants, able to work effectively with a Board of Directors, able to solve problems and seek out new opportunities.

Responsibilities

- **Property management**
 - Field calls from tenants
 - Oversee property maintenance staff
 - Manage capital improvement projects, with Board support
- **Tenant services**
 - Collect rent
 - Screen and recertify tenants
 - Handle tenant move outs and move ins
 - Coordinate housing case management services

- **Financial management**
 - Pay bills and generate invoices
 - Monitor revenues and expenses
 - Oversee fundraising staff
 - Work with bookkeeper and auditor, with Board support
- **Work with the Board of Directors**
 - Monthly board meetings, third Monday of the month in the evening
 - Keep board informed of critical organizational information
 - Collaborate on fundraising and tenant services

Qualification

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

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 hac@affordablehomes.org with subject heading as SHORE/ICARE Executive Director by Wednesday, November 24th.

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.