



PROJECT FIND
DEPUTY DIRECTOR JOB POSTING

Project FIND seeks a dynamic Deputy Director to provide managerial leadership and support as this organization enters its next phase of growth.

THE MISSION AND WORK OF PROJECT FIND

Founded in 1969, Project FIND's mission is to provide low- and moderate- income and homeless older adults on Manhattan's West Side with the support and services they need to enrich the quality of their lives and live independently in the community. All of Project FIND's programs and services are imbued with the fundamental understanding that compassion, dignity, and respect must be essential qualities in the daily lives and experiences of the elderly. Project FIND has a staff of 92 and is governed by a 15-member Board of Directors. Project FIND's \$12 million operating budget is comprised of income from a variety of sources, including commercial and residential rental income and property management fees, government contracts, individual and foundation support, as well as in-kind contributions. Learn more at <http://www.projectfind.org/>

POSITION OVERVIEW

Project FIND operates three publicly-assisted, affordable supportive residences that are home to over 600 tenants and four senior centers that serve over 750 people daily. Our Homeless In-Reach program also provides services that assist street homeless seniors to secure shelter from a variety of modalities, including the shelter system, shared living arrangements, and transitional and permanent housing.

The strength of our residential programs is its integration of sensitized property management and social services. Our three housing corporations are regulated by NYC Department of Housing Preservation & Development under the Mitchell Lama and Preservation Finance program. Other regulatory actors include, NYC Department of Homeless Services, NYC Housing Development Corporation, NYS Office of Temporary and Disability Assistance, and the US Department of Housing and Urban Development. Tenancy in our buildings ranges from individuals coming from the shelters to those with incomes up to 80% of Area Median Income.

RESPONSIBILITIES

The Deputy Director, reporting to the Executive Director, will be directly engaged in planning, implementing, and supervising the day-to-day management and operations of the organization.

The Deputy Director's responsibilities will include the following:

- Providing supervision, guidance, and coordination to the organization's Fiscal, Property Management and Housing Services, and Social Services departments to enable them to fulfill their unique roles;

- Providing fiscal oversight of residential properties, developing annual budgets, and tracking performance. Working with the Executive Director to develop and track annual agency budget;
- Working closely with the Executive Director to ensure coordination between the departments that the Deputy Director oversees and those that the Executive Director oversees directly: Community Services, Development and External Relations, and Administrative Services;
- Working closely with the Executive Director to oversee necessary capital improvements on Project FIND's residential buildings, including \$7 million scheduled for 2018;
- Collaborating with the Executive Director, Board of Directors, and other senior staff members, as necessary, in essential leadership activities such as strategic and organizational planning, budgeting, and human resources;
- Representing Project FIND at conferences, professional associations, and other public venues; and
- Collaborating and providing oversight on additional activities as requested by the Executive Director.

IDEAL EXPERIENCE AND QUALIFICATIONS

The Deputy Director will have the following experience and qualifications:

- Mature, poised individual with exemplary leadership, communication, and relationship-building skills who is comfortable working with both external and internal stakeholders.
- At least five years of experience in a senior-level management position, with demonstrated ability to manage multiple staff members and concurrent projects with grace, efficiency, and good humor.
- Adept manager and team builder. Skilled in rallying team members around clear goals, plans, and deliverables while leveraging their unique abilities and contributions.
- Exemplary goal-setting, planning, and prioritization skills. The individual should be highly organized, thoughtful, and strategic.
- Direct experience with relevant NYC-specific regulatory bodies.
- Related experience in property management and/or the provision of social services preferred.
- Familiarity with construction or project management preferred.
- Proven experience with nonprofit budgeting practices preferred.
- Master's Degree in related field preferred.
- Passion for Project FIND's mission and approach.

SALARY AND BENEFITS

Project FIND offers a competitive salary and benefits package. Salary up to \$125K, depending on experience.

To apply for the position, please submit a substantive cover letter and current resume to:

Heidie Joo Burwell
 Alembic Community Development
hjooburwell@alembiccommunity.com
 Subject Line: Deputy Director Position
 Deadline: January 12, 2018

Project FIND is an equal opportunity employer and considers all applications without regard to race, color, religion, creed, gender, gender identity, gender expression, national origin, age, disability, socio-economic status, marital or veteran status, or sexual orientation.