

**POSITION POSTING**  
Posting Date: April 10, 2018 until filled  
**Executive Director**

**REGULAR HOURS OF WORK:** 20 hours per week; flexibility required to meet project deadlines; on-call after-hours to provide assistance in housing emergencies

**Qualifications:**

- Associate Degree in Business or related field
- Minimum 3 years of experience in a property management capacity
- Able to work a flexible schedule
- Satisfactory background check
- Valid Driver's license

**Skills and Basic Knowledge Required:**

- Demonstrated Management and Administrative aptitude
- Basic budget proficiency
- Ability to communicate well both orally and in writing
- Ability to identify, analyze and recommend action steps in achieving board goals and objectives
- Knowledgeable of Ohio Revised Code Tenant Rule and Law

**DUTIES:**

The Executive Director is responsible for the administration and day to day operations of Housing Opportunities for People (HOP) and its homes, ensuring they are safe and well maintained. The Executive Director is accountable to the Board of Directors of HOP (Board).

The Executive Director administers the activities of the nonprofit housing corporation in the following areas:

**Board Management**

- Assists Board in setting goals and developing strategic plans to meet the housing needs of individuals served by the Miami County Board of Developmental Disabilities (MCBDD). Develops and provides appropriate policy recommendations for consideration by the HOP Board. Implements Board decisions and adheres to Board policies and procedures and provides leadership and expertise in matters of the Board.
- Provides support and technical assistance for the activities of the HOP Board. Arranges monthly meetings and creates and prepares monthly Board agenda and packet that contains pertinent information to the Board, including the monthly financial statements. Maintains minutes and other

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required records, facilitates communication between the Board and MCBDD. Assists in membership development, orientation and training. Advises and informs the Board of all tenant related matters.

#### Financial Management

- Develops and manages business and fiscal operations with Board financial consultation. Monitors the Board's finances and make appropriate decisions to assure Board remains fiscally solvent. Prepares financial reports and audits, manages investment programs, assures compliance with tax regulations and seeks and tracks property tax exemptions.
- Manages fund and grant and loan activities. Ensures that contractual obligations associated with grants and loans are adhered to. Maintains knowledge of CCH program, RRP, RHP eligibility, and status of biennium funding.
- Maintains accounts payable. Reviews all invoices for accuracy and authorizes payment. Review and reconcile monthly bank statements, credit card statements for accuracy or questionable transactions. Reviews all receipts for integrity, tracks down missing receipts. Establishes and maintains vendor files proof of insurance, W9, and workers comp information for invoicing purposes.
- Maintains accounts receivable. Receives rent and utility payments and communicates delinquent accounts. Prepares and sends invoices and collect payments.

#### Property Management

- Coordinates occupancy of homes. Receives referrals for potential tenants. Obtains income verification, sets rent amount and assesses any pro-rating. Creates lease, obtains signatures, receives and files lease. Participates in complete occupancy process. Assesses for tenant damages and coordinates complete move out process.
- Files evictions. Documents lease violations, appropriate service on all notices and coordinate with bailiff on set outs as ordered by the court.
- Maintains Fair Housing Standards and Practices. Periodically reviews standard lease and adjust for any law changes or for any other needs as they arise. Attends training as required by state.
- Research and implement all recommended safety measures for homes. Assures all homes meet the standards of code that maximize safety for the individuals who reside in homes. Assures regular and routine safety checks and status of structure and any structural issues of all homes and maintain appropriate documentation of such inspections. Receives all requests for maintenance from tenants. Determines emergency and non-emergency requests based on history of the home, individuals in the home and established guideline. Coordinates and authorizes MCBDD maintenance or other vendors to complete maintenance request. Delivers notices of maintenance or any communication that must be made directly with tenant.
- Authorizes specialized medical equipment or environmental accessibility adaptations for individuals living in the homes, coordinates processes with the MCBDD Housing Coordinator.

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- Oversees property repairs, maintenance, snow removal and lawn care. Provides direction and support for maintenance staff and vendors, and work scope and completion as needed. Problem solves for historic and/or unusual requests. Provides follow up communication to tenant when service request has been completed, service request is delayed, or outside contractor or vendor must be involved, service request is chargeable to the individual, or if service request was result of misuse of home or equipment.

#### Housing Development

- Collaborates with the Miami County Board of DD and its designee in all aspects of acquisition of new properties by coordinating home selection and financial feasibility analysis. Prepares applications for housing grants and loans, initiates new construction, complies with local zoning codes and communities plans for development.
- Renovates property, researches and writes grants and pursues other funding opportunities to maintain and enhance current properties.

#### Records Maintenance

- Establishes and maintains records for each home. Develops and implements Integrated Pest Management Program, Useful Life Analysis, Replacement Reverse Projections list and Preventative Maintenance Schedule for each home. Maintains records for and completing annual housing inspections as required by rule. Maintains records of vendors that have installed equipment. Compiles and maintains documentation for annual and bi-annual tracking.
- Maintains inventory of all equipment purchased for maintenance and operation of the Board and items that belong to each home. Performs periodic inspections of equipment.

Supervision: This position does not supervise any other employees.

**FLSA:** Non-Exempt from overtime.

**STATUS:** At-will employee

**NOTE:** Working conditions may exist that are not typically associated with an administrative employee. These conditions may include exposure to bloodborne pathogens, communicable disease, potentially infectious materials, and/or aggressive behavior.

**Resumes and cover letters can be sent to Leigh Anne Wenning via mail, fax (937-332-3490) or email ([leighanne.wenning@riversidedd.org](mailto:leighanne.wenning@riversidedd.org))**