



## EXECUTIVE DIRECTOR IDEAL CANDIDATE PROFILE



HomeSharing, Inc. is a New Jersey-based nonprofit organization that creates affordable housing solutions by matching those seeking housing (seekers) with those who need additional income or services to maintain their homes (providers), while fostering independence and dignity. The organization is recruiting a dynamic, entrepreneurial Executive Director to provide leadership, vision, and direction for the organization.

### HomeSharing, INC. – AN AFFORDABLE HOUSING ALTERNATIVE

HomeSharing, Inc. values the right of everyone to have a safe, affordable place to call home. Its services are mission driven and take into account client needs, and their rights to dignity, independence, self-determination, and confidentiality.

Established in 1984, HomeSharing, Inc. provides shared affordable housing in Somerset, Hunterdon, Mercer, Middlesex, Morris, Monmouth, and Union Counties by professionally matching homeowners with those in the community who need affordable housing.

***Mission: To create affordable housing solutions by matching those seeking housing with those who need additional income or services to maintain their homes, while fostering independence and dignity.***

***Vision: To fill a unique niche in affordable housing, as a leading agency for the state in this affordable housing alternative. To achieve excellence in the services we provide. To grow and/or adapt services to meet the changing needs of clients and the environment. To maintain a professional organization with “heart.”***

## HomeSharing Inc. PROGRAMS AND SERVICES



HomeSharing operates with licensed social workers and a very dedicated group of volunteers and interns to provide services, fundraising assistance, and support for our clients. The HomeSharing process includes screening, background checks, reference checks, and interviews. The adequacy of residencies is determined, and a shared housing meeting ensures a successful match. Case management monitoring and mediation services helps with the needs of our clients and ensures a successful program.

HomeSharing, Inc., recognized by the National Shared Housing Resource Center as the lead agency for the region encompassing New Jersey, New York, Pennsylvania, and Delaware. In 2015, HomeSharing received an award for Outstanding Achievement in Affordable Housing from the Central Jersey Housing Resource Center.

## THE ROLE OF THE EXECUTIVE DIRECTOR

Reporting to the Board of Trustees, the Executive Director works in partnership with the Board and staff to provide leadership, vision, and direction for the organization and to develop organizational strategy. The Executive Director implements policies approved by the Board, manages the organization's programs and operations, and represents the organization in the community.

### Key Role

- *Continue to grow a professional organization with "heart."*
- *Create a unique niche in affordable housing, as a leading agency for the state in this affordable housing alternative.*
- *Lead a growing organization to achieve excellence in the services we provide and in all areas of operations.*
- *Develop creative and innovative solutions to grow the organization, meet the needs of clients and to significantly increase the number of successful matches for client providers and seekers*
- *Lead and develop the overall fundraising program, which will ensure adequate funding to meet growing operational goals. Collaborate with the board to help drive funding goals.*
- *Lead and develop strong Community, Corporate and Donor Engagement programs*
- *Develop leadership program for staff and a program that will attract volunteers*



## **Key Responsibilities**

### **Board Administration and Support**

- Supports the Board operations, collaborating agenda topics, disseminating communications both to the board and staff.
- Works with the Board to periodically review the mission, vision, and goals. Driving strategy decisions and priorities for the future. Ensure the organization's day to day activities are aligned with the vision, goals, and priorities
- Develop Annual and Forecasting Budgets with the board, reporting actual vs budget to the Finance Committee. Aligning activities to meet expected approved budget.
- Collaborates with the Board (Executive/Nominating Committees) on all aspects of Board recruitment and development, meetings, trainings, committee work and updated Board information

### **Program and Service Delivery**

- Responsible for the design, marketing, promotion, delivery and quality of programs and services
- Manages staff to deliver high quality efficient and effective programs
- Recommends innovative programs or discontinuance of a current program to Board of Trustees (planning/extension of service area) based on thorough understanding of the organization's mission and the context in which it operates

### **Financial and Facilities Management**

- Develop annual budget and recommends to the Finance Committee for review and to the Board of Trustees for its approval
- Constructs Quarterly budget review for presentation to the Finance Committee and approval by the trustees
- Manages organization's resources within those budget guidelines
- Oversees annual audit and assures required reporting and licensures are maintained
- Works in conjunction with the Treasurer and Finance Committee on all financial matters, including an annual budget, audit, payroll, and monthly reporting to the Board
- Reviews vendors, contracts, and any restricted funding with the Treasurer and Board approval. Reports status and any issues to the Board
- Liaison with insurance broker regarding maintenance of coverage and insurance (Directors and Officers, Workman's Compensation, Liability, Medical Insurance) and with PeopleCare Center management, regarding facilities use and maintenance and gains Board approval
- Supervises staff and consultants who prepare, and file required government documents, follow internal financial controls, and prepare annual reports.

## **Human Resources Management—Staff and Volunteers**

- Effectively manages the human resources of the organization according to authorized personnel policies, reviews policies and recommends changes to the board
- Recruits, supervises, and maintains a diverse staff that supports the organization's goals, objectives, and priorities
- Promotes a culture that reflects the organization's values, encourages superior performance and rewards productivity. Recommendations for promotions and awards are approved by the Board prior to implementation.
- Develops and manages human resources and administration including delegation of work and support of staff efforts, hiring/firing, affirmative resolution of disputes, staff development and training, instituting, and maintaining policies, procedures, and processes
- Ensures that employees have the work environment, supplies and equipment needed to do their jobs effectively
- Supports the growth and development of existing staff
- Responsible for recruiting, training and supervising volunteers ensuring that the assignments benefit both the agency and the individual
- Develops 360 feedback of HomeSharing operations from the staff, and informs the board of new improvements

## **Community and Public Relations**

- Assures that HomeSharing and its mission, programs, and services are consistently presented with a strong and positive image
- Represents HomeSharing in various community arenas to increase awareness, understanding of, and support for, the organization's mission, programs, and the context in which it operates. Includes the counties in which we operate and to the Continuum of Care, Community of Development Block Grant, and Human Services Advisory Council meetings as required.
- Creates the public relations/marketing materials that promote HomeSharing within the community and reviews with the Board

## **Fundraising/Events and Grant Writing**

- Develop and build relationships with key individuals and institutional donors and collaborate with the Board to insure effective board involvement in fundraising
- Directs and oversees the fundraising plan and implementation, collaborates with the Development Committee, including identifying resource requirements, and new vehicles/opportunities for increasing funds and reviews the plans with the Board
- Supervises the grant writing process including the consultant, researching funding sources, establishing strategies to approach funders, reviewing, and submitting proposals and administering fundraising records and documentation
- Ensure compliance with monitoring and reporting requirements for government and foundation grants

## IDEAL CANDIDATE QUALIFICATIONS AND COMPETENCIES

- Ability to develop and build relationships with key individuals and institutional donors
- Collaborate with the Board to insure effective board involvement in fundraising
- Demonstrated ability to fundraise and cultivate current Sponsors/Corporations and individual donors and increase new donors
- Innovative strategic thinker with high level of integrity, ethics, and passion for the mission
- Leadership ability to organize, motivate and influence people
- 5-10 plus years of nonprofit leadership experience working with board members.
- Strong business acumen and fiscal reporting
- Technology savvy with social media platforms.
- Marketing experience in the digital economy a plus.
- Excellent verbal and written communication skills
- Experienced in management of professional staff, contractors, and ability to build relationships with all internal and external stakeholders

## COMPENSATION

HomeSharing, Inc. is prepared to offer a competitive salary and benefit package to the candidate selected to be their new Executive Director. In addition, this position offers an opportunity to make a profound difference in the community.

## CONTACT INFORMATION FOR INTERESTED CANDIDATES AND NOMINATIONS

If you would like to express your interest in this position, please send a cover letter and resume to Dennis C. Miller, Founder & Chairman at [dennis@dcm-associates.com](mailto:dennis@dcm-associates.com).



*Executive Search  
Nonprofit Leadership  
& Board Performance*

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