



## ORGANIZATION AND POSITION OVERVIEW

Housing Resources, Inc. (HRI) was founded in 1991 to provide education and counseling services to low and moderate-income first-time homebuyers. HRI is a HUD approved, growing, nonprofit organization dedicated to assisting individuals and families in building wealth through home ownership. HRI prides themselves in being a unique housing counseling agency, because not only do they assist families in getting into homes, but they also provide services to ensure that they remain successful at homeownership. HRI's step-by-step program answers common questions about home purchase and home ownership. The personalized counseling services provided help identify and overcome barriers to home ownership as well as provide advocacy on the buyers' behalf with all real estate professionals. Buyers are paired with local down payment and closing cost assistance to increase their home affordability. HRI's services also extend to homeowners by the provision of homeownership preservation and maintenance assistance.

HRI has an immediate opening for an experienced full-time Director of Operations. This essential position leads the organization's vital operations and oversees key functions such as office management, finance and bookkeeping (in partnership with an external accounting firm), human resources (onboarding, offboarding, payroll, and benefits), data management, vendor management, purchasing, and some development efforts. The Director of Operations will play an integral role in developing goals and plans to meet the organization's operational objectives, ensuring these areas are effective now and in the future.

# PRIMARY DUTIES AND RESPONSIBILITIES

- Supports the Executive Director in short- and long-range planning and creating a work plan necessary to implement the organization's goals and objectives and report outs
- Assists in preparing and managing budgets for program and service needs and with organizational accounting activities in coordination with external accounting partner
- Provides operational support to the Executive Director including planning, research, communications, personnel, recordkeeping, and bookkeeping (as needed) to ensure the organization is running optimally
- Assists the Executive Director in identifying, researching and applying for grants and new funding opportunities, tracking donors, and completing grant reporting
- Works with the organization's external IT team to manage HRI's equipment
- Manages relationships with the organization's vendors and contractors as well as the procurement process
- Assists the Executive Director in recruiting and hiring new employees
- Works with managers to prepare and present performance evaluations on an annual basis
- Identifies coaching and training needs for management staff
- Oversees data collection and quality compliance for programs
- Ensures facilities are operational and in good repair
- Keeps abreast of housing and home ownership trends and advises the Executive Director of new trends and opportunities in the community
- Oversees and manages the training programs and evaluates their effectiveness and makes changes as appropriate
- Maintains knowledge of organizational policies and procedures as well as federal and state policies and directives
- Assists in the coordination of the organization's special events and fundraisers (as needed)

Please visit <https://hri-wi.org/> to learn more.



## ATTRIBUTES AND QUALIFICATIONS

- Demonstrated ability to manage and lead change
- Ability to effectively lead, motivate, inspire, and mentor staff
- Compassionate, collaborative, and forward-thinking leadership style
- Possess an understanding and empathy for those who are in need of a home
- Embrace and possess knowledge base in the areas of equity, diversity, inclusion, and social justice
- 5 years leadership experience preferably within nonprofit administration; social service sector is a plus
- 10 years relevant experience preferred
- Broad knowledge base regarding non-profit organization management and leadership
- Excellent written and verbal communication
- Bachelor's Degree preferred
- Milwaukee County residency preferred

## COMMITMENTS FROM HOUSING RESOURCES INC.

Housing Resources Inc. is an Equal Opportunity Employer and Service Provider. Our programs, services, and employment are available to all individuals on an equal basis regardless of race, color, religion, sex (including pregnancy), national origin, age, disability (including those with sight or hearing impairments), marital status, sexual orientation, arrest or conviction record, the ability to speak English and any other category protected by federal or state law.

- References will not be contacted until a candidate has been notified.
- Offers of employment are contingent upon clear results of thorough background and reference checks.
- All inquiries and interactions with potential candidates are kept in strict confidence.
- This position will remain open until it is filled.

The annual salary range for this leadership position begins at \$85K and offers the following generous suite of benefits:

- *PTO and Holiday pay*
- *401 (k), 401 (k) matching*
- *Health, dental, and vision insurance*
- *Life insurance*
- *Professional Development (training opportunities)*
- *Hybrid work schedule*
- *Paid mileage*
- *Year-round employee appreciation events*

We look forward to procuring a diverse and robust pool of candidates.



# INSTRUCTIONS FOR APPLICANTS

Please email all items below, combined into one document, to [HRI@leadingtransitions.com](mailto:HRI@leadingtransitions.com) no later than **1:00 p.m. CT on August 12, 2025**:

- A letter of interest describing your qualifications for this position and your interest in the Housing Resources Incorporation's mission, addressed to: Mindy Lubar Price, Leading Transitions LLC;
- A detailed and updated résumé;
- The names of, your relationship to, and contact information for three professional references.

*Leading Transitions is committed to the vitality of mission-based, nonprofit, philanthropic, and community-centered efforts and organizations, and their leaders. The firm's inclusive practices provide the flexibility and creativity necessary to adapt to the intricacies and dynamics of any community. We believe that periods of change are transformational and bring great new opportunities.*

