

## **Executive Director – Princeton Community Housing**

Princeton Community Housing (PCH), a non-profit entity whose mission is to provide, manage, and advocate for affordable housing in Princeton, New Jersey, invites applications for the position of Executive Director.

PCH has become a well-respected and successful community-supported provider of affordable housing in the State of New Jersey. Founded in 1967, PCH has developed and now manages 463 affordable housing rental units with approximately 1000 residents, primarily in four communities, two for families (Griggs Farm and Princeton Community Village) and two for seniors (Elm Court and Harriet Bryan House) with combined operating budgets in excess of \$5 million. With local sponsoring organizations and a diverse Board of Trustees, PCH has a strong leadership foundation.

The Executive Director is broadly responsible for the implementation of PCH's mission, objectives, and policies as established by the Board of Trustees. The Executive Director's primary duties include administration and human resources, budgeting and finance, property management, and community outreach and advocacy. Due to PCH's stream-lined organizational structure, the Executive Director is a "hands-on" manager with a staff of twenty-five, including five direct reports (three Property Managers, a Director of Finance, and an Administrative Assistant).

The successful applicant should have at least three years of executive level experience in a comparable organization, with a demonstrated record of achievement. Property management experience, previous working relationships with both state and federal housing entities, and comprehensive operational knowledge of affordable housing programs, including HUD Section 8/101/202/236 programs, will also be positive qualifications.

The Executive Director's salary and overall compensation will be commensurate with the experience and background of the successful applicant. A competitive benefits package includes health insurance and a 401k plan.

More information about PCH and the application process (including a job description) may be accessed at [www.princetoncommunityhousing.org](http://www.princetoncommunityhousing.org). The projected starting date for the new Executive Director is July 1, 2012, although there may be some flexibility with this date.

Arésuméand a one-page cover letter (including a description of the applicant's unique qualifications for this position) must be received no later than March 23, 2012. Electronic applications are preferred and should be emailed to [pch.ed.search@msn.com](mailto:pch.ed.search@msn.com). Alternatively, hard copy applications may be mailed to PCH Executive Director Search, PO Box 1455, Princeton, NJ08542. All information received will be confidential.

An Equal Opportunity Employer

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