

# HOUSING PARTNERSHIP

NeighborWorks®  
HomeOwnership Center

## EXECUTIVE DIRECTOR IDEAL CANDIDATE PROFILE

The Housing Partnership, the greatest resource for home buyer education and programs in Northern NJ since 1992, is recruiting a dynamic, entrepreneurial professional to become its next Executive Director.

### THE HOUSING PARTNERSHIP

The Housing Partnership, a nonprofit organization, has changed lives and communities through education, counseling services and special financial programs. The organization serves working households of all income levels. Since it was founded in 1992 the Housing Partnership has become recognized by state, county and local officials, agencies, and lending institutions as an invaluable resource for information, guidance, and technical expertise in affordable housing and homeownership.



*Mission Statement: Strengthening communities by creating lasting and responsible homeownership through education and financial coaching*

*Vision Statement: Financially secure homeowners residing in stable communities*



Workshops and one-on-one counseling, offered in both English and Spanish, have been the first step for over 1,000 families in their homeownership journeys. These home buyers have gone on to invest over \$99 million in the local economy.

The Housing Partnership's successes grow from a strong coalition of community and non-profit leaders, bankers, municipal officials, builders, Realtors, and legal professionals. These individuals and organizations are dedicated to assisting prospective home buyers achieve their homeownership dreams. Its work has been recognized with awards and honors including:

- Governor’s Housing Award for Excellence – NJ’s Community Organization of the Year
- Community Organization of the Year by the Dover Spanish American Credit Union
- Community Advocate of the Year Award – Morris County Hispanic Chamber of Commerce

The Housing Partnership is a chartered member of NeighborWorks America – a national network of 243 community organizations working to improve people’s lives and strengthen communities. NeighborWorks America is one of the country’s preeminent leaders in affordable housing and community development.

Affiliation with NeighborWorks helps the Housing Partnership to provide an array of home buying counseling and educational services that would otherwise be inaccessible to individuals, minorities, and families of modest means in the Northern New Jersey area. As a NeighborWorks Homeownership Center, the organization adheres to a set of proven standards for delivering comprehensive, high-quality homeownership services in a community-based setting.

## PROGRAMS AND SERVICES

A **HUD-approved Homebuyer Education Course** is an 8-hour program that prospective home buyers take before they buy a home. Participants learn everything they need to know in a comprehensive curriculum that offers expert advice on every aspect of home buying.

The **Affordable Homes** program allows eligible candidates to apply for the opportunity to purchase deed-restricted homes – typically 600 to 1,200 square foot condos or townhomes.

The Housing Partnership offers **free, confidential counseling** to residents in Bergen, Essex, Hudson, Morris, Passaic, Sussex, Union, and Warren Counties. The Housing Partnership is a HUD-certified counseling agency that understands the process and can serve as home buyers’ liaison/advocate with their mortgage company.



## THE ROLE OF THE EXECUTIVE DIRECTOR

Reporting to the Board of Directors, the Executive Director provides direction and leadership for the organization’s mission and vision, represents and speaks for the organization and its work, and works with the leadership team to advance the organization’s strategic vision and business model. The Executive Director is responsible for effective and sustainable programs, management of personnel, sound fiscal management, and furthering the organization’s strategic goals under the direction of the Board of Directors.

### Responsibilities to the Board

- The Executive Director is responsible to and reports directly to the Board of Trustees.

- Keep the Board informed of all operations/conditions of the organization through regular reporting and communication.
- Direct the development and operation of the Housing Partnership, formulating and administering all major policies approved by the Board of Trustees.

### **Public Relations**

- Serve as the chief spokesperson for the organization with municipal, county and state representatives, non-profit organizations and other agencies.
- Represent the organization in the Community; promote the Partnership's programs goals and objectives to municipalities, banks and other organizations.

### **Education**

- Work with the Homeownership Center staff and Board to develop programs sponsorship, and materials for first-time homebuyer's seminars and related programs.
- Conduct first-time homebuyer seminars and financial fitness meetings as needed.
- Oversee the Foreclosure Intervention Center and counselor, funding, and training programs.

### **Affordable Housing Administration**

- Acts as the Administrative Agent to those municipalities contracted with the Housing Partnership to administer the sales and re-sales of their affordable units.
- Oversee and assist with the administration of income-restricted units for its municipal contracts and members.

### **Administration**

- Administer employment activities, including hiring, supervision, training and development, appraisal, and termination, including administrative oversight of the Homeownership Center.
- Foster the creation of Partnerships, including non-profit organizations, municipalities, banks, clergy groups, and for-profit entities.
- Responsible for maintaining the Partnership's:
  - HUD (Housing and Urban Development) certification and maintain a strong funding and reporting structure with HUD. Assures compliance with HUD standards.
  - NeighborWorks certification and exemplary rating and oversee the on-site review every three years.
- Responsible for oversight of all quarterly reports to HUD, NeighborWorks, Grant in Aid, and the Housing Stability Counseling Program (HSCP).

## IDEAL CANDIDATE QUALIFICATIONS AND COMPETENCIES

### Essential Qualifications

- Strong communication skills (oral and written)
- Ability to make presentations
- Knowledge of planning issues (municipal and Morris County perspective) and knowledge of key decision-makers on the local County and State levels
- Strong computer skills
- Ability to multi-task and provide housing counseling and homebuyer training as needed
- Basic understanding of affordable housing qualifications, issues and guidelines
- Strong interpersonal relationship building and team building skills

### Essential Skills

- Experience managing and building a multi-cultural staff
- Strong leadership skills
- Proven track record in increasing earned revenue as well attracting philanthropic support, preferably in a non-profit setting
- Demonstrated ability to work with Boards of Directors in furthering an organization's mission
- Strong ability to organize/manage complex organizational finances with reporting/funding restrictions
- Five or more years of senior leadership experience
- Knowledge of affordable housing finance development, counseling and/or affordable realty markets (purchase or rentals) required
- Bachelor's degree required; Master's degree preferred
- Although not a requirement for this position, the ideal candidate would be bilingual, fluent in both English and Spanish

## COMPENSATION

The Housing Partnership 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 join a dedicated team of professionals that is making a profound difference in the community and in the lives of the individuals who are able to realize the dream of home ownership because of the organization's work.

## 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 Jay Weisman, Managing Director, at [jay.weisman@dcm-associates.com](mailto:jay.weisman@dcm-associates.com). If you would like to discuss the opportunity further or would like to recommend a candidate, please contact Dennis C. Miller, Founder & Chairman at [dennis.miller@dcm-associates.com](mailto:dennis.miller@dcm-associates.com).



*Executive Search  
Nonprofit Leadership  
& Board Performance*

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