

## **EXECUTIVE DIRECTOR (PART-TIME)**

**Vincent's Homes, Inc.**

**Philadelphia, PA**

***Part-time (15-20 hrs/week)***

***Flexible hours***

***Remote work***

***Proximity to northwest Philadelphia required***

### **Position Summary**

Vincent's Homes is seeking a motivated and experienced part-time Executive Director to lead the organization in furtherance of its mission of expanding access to high-quality, affordable housing to underserved populations. This position is well-suited for a community development professional looking for a contract opportunity with flexible hours. The Executive Director will oversee the day-to-day administrative and financial operations of the organization, manage the portfolio of properties, lead fundraising and strategic planning efforts as well as board and partner engagement.

### **Organization Overview**

Using a housing trust model, Vincent's Homes acquires and rehabilitates residential properties in and around Philadelphia's East Germantown neighborhood. Units are leased at affordable rents to low-income individuals and families. Properties are managed using a "property management plus" approach that employs a low barrier to entry housing model and provides additional supports to tenants to keep them stably housed.

Modeled after St. Vincent's first initiative to help the homeless when he built 13 houses to care for homeless children in Paris, in 2020 the Eastern Province of the Vincentian Congregation and national social impact real estate development non-profit Community Solutions launched Vincent's Homes. Since its 2020 launch, Vincent's Homes has grown its portfolio to include 16 single-family homes and one 26-bed congregate home. Through the purchase and rehabilitation of these properties, Vincent's Homes has invested more than \$3 million in and around East Germantown while providing high-quality affordable housing to individuals and families.

### **Key Responsibilities**

#### ***Strategic Planning***

- Lead the development of short-term and long-term goals aligned with Vincent's Homes' mission and vision
- Collaborate with partners and stakeholders to design and implement strategic initiatives that address housing needs and maximize impact

#### ***Board Engagement***

- Maintain open communication with the Board Chair and board members

- Facilitate regular board meetings including scheduling meetings, setting the agenda, reporting on progress, processing resolutions and drafting minutes
- Work with the board to develop and revise organizational policies and procedures in line with best practices and legal requirements

### ***Partner Engagement***

- Build and maintain relationships with local community organizations, social service providers, and government agencies to foster collaboration and leverage resources
- Represent the organization in community events, forums, and meetings to raise awareness about housing issues and advocate for policy changes that benefit affordable housing initiatives

### ***Fundraising***

- Develop and implement fundraising plan
- Engage regularly with investors and funders
- Actively seek new grant and investment opportunities
- Maintain online donation platform
- Develop social media presence
- Distribute regular newsletter

### ***Asset Management***

- Oversee the property management company, ensuring properties are well-maintained and in compliance with regulatory requirements and tenant needs are addressed in a timely manner
- Oversee tenant selection processes, lease agreements, and tenant services to maintain positive relationships and ensure resident satisfaction
- Work closely with local social service agencies to maintain and grow potential tenant pipeline

### ***Administrative and Financial Operations***

- Oversee day-to-day administrative functions such as processing mail, record-keeping, and compliance to ensure smooth operations
- Budget management, basic bookkeeping, and coordination with outside accountant regarding financial reporting
- Remit payments as needed and bill for services rendered
- Ensure compliance with financial regulations and reporting requirements

### ***Qualifications***

- Proven leadership experience in a non-profit setting, preferably in affordable housing and/or community development
- Strong financial management skills, including budgeting, bookkeeping, and fundraising
- Excellent communication and interpersonal skills, with the ability to engage diverse stakeholders and build strategic partnerships
- Demonstrated ability to develop and execute strategic plans that drive organizational growth and impact

- Understanding of housing policy
- Commitment to the mission and values of our organization
- Ability to work independently
- Bachelor's degree in a relevant field; advanced degree preferred.

**Compensation**

- Commensurate with education and experience

To apply, please submit your resume and a cover letter outlining your relevant experience and vision for the role to Sarah Bryant at [sbryant@vincentshomes.org](mailto:sbryant@vincentshomes.org).

Vincent's Homes, Inc. is an equal opportunity employer. We encourage applications from candidates of all backgrounds and experiences.