



JOB TITLE: EXECUTIVE DIRECTOR

THIS POSITION IS CLASSIFIED EXEMPT

JOB DESCRIPTION

A: Purpose and Scope

The Executive Director is responsible for all activities conducted by Tallahassee Lenders' Consortium and works at the pleasure of the Board of Directors.

B. Responsibilities

Primarily handles the decision making for operational guidelines; plans, manages and directs the efforts for organizational goals and activities. Manages staff to perform necessary organizational review, reporting and tracking. May also direct all program development phases, including analysis, prototyping, development, acceptance testing and implementation.

The Executive Director is responsible for reviewing the quality systems performance and ensuring the system is functioning as required to meet TLC's Board of Directors' and TLC's client needs. Establishes procedures for maintaining high standards of operations, product quality, reliability, and customer service.

Directly responsible for implementation and maintenance of TLC's programs, reporting on the performance and initiating improvements for operations. The Executive Director also has responsibility to act as liaison with external parties on matters relating to the services and resources for TLC's programs.

Establishes and/or meets program objectives. Identifies and ensures that adequate and appropriate resources are assigned to program/projects to ensure TLC's goals for the successful completion of programs and projects are achieved and our clients' needs are met.

Fosters current and future partnerships with local, regional, state and national organizations to promote local affordable homeownership and rental opportunities, including Community Land Trust operations, multi-family housing development, single family housing development, homebuyer education, credit counseling, down payment assistance, reverse mortgage counseling, and neighborhood revitalization, including neighborhood leadership development.

Serves as primary contact with the organization's Board of Directors. Leads the Board in annual strategic planning.

Serves as the primary spokesperson for the organization.



C. Organization Relationships

The Executive Director reports to The Consortium's Board of Directors. TLC's organizational chart is attached.

D. Job Requirements

a. Education, Training and Experience:

The Executive Director's education and training and experience requirements are determined by the Board of Directors. Criteria includes but is not limited to:

- A bachelor's degree and five years of related experience managing a non-profit, preferably in an organization which is involved in affordable housing.
- Experienced in working with non-profit boards
- Single and multi-family real estate background (development, financing, project management and sales)
- Experience in working with financial statements, budgeting and payroll
- Experience in working with the external audit process
- Experience in grant writing
- Fundraising experience a plus

b. Knowledge, Skills and Abilities:

- Knowledge of Community Land Trusts
- Banking knowledge, preferably in residential mortgage lending (underwriting, compliance, equal credit, fair housing, secondary market and regulatory requirements)
- Knowledge of housing programs (HUD, SHIP, CDBG)
- Administration, organizational and management skills
- Effective written and verbal communication skills
- Effective marketing and public relations skills
- Strategic planning and marketing skills
- Proficient computer skills including email, databases, word processing, spreadsheets, graphics and advanced software packages
- Ability to maintain a positive "can do" attitude in the work place
- Must be skilled in fostering business relationships
- Must be skilled in presentations, interpersonal and persuasive written/verbal communication skills



- Must be skilled in supervision, management, selection, training, development and appraisal of personnel

E. Necessary Special Requirements:

Must possess a valid State driver's license or State identification.

Must successfully complete a personal background check prior to employment.

Must hold mortgage brokers' license or willing to become licensed within six months of employment

Occasional lifting, up to 10 pounds of force, may be required to move objects while performing the duties of this position.

This is a drug free workplace and employees may be required to submit to random drug testing.