

SJHI Executive Director Position

The St. Joseph Housing Initiative (SJHI) was born out of a desire to acknowledge, address and combat systemic and racial inequities, specifically in the housing market. SJHI, a non-profit organization, is looking for a skilled Executive Director to embrace the momentum and fulfill the mission and values established by the agency. The Executive Director reports to the SJHI Board of Directors and will oversee the strategic and operational efficiencies of the organization including real estate development, community engagement, fiscal management, fundraising and staff. Experience in hiring and managing staff and effective communication skills are essential. Above all, the Executive Director must be passionate about the mission.

MISSION STATEMENT: As a faith-based organization, our mission is to create vibrant communities where low and moderate income families can thrive, prosper and build wealth through homeownership.

VALUE STATEMENT: We value the investment in families to help build financial security through homeownership. We are here to serve and partner with existing residents, new neighbors, as well as members of the community who deserve the opportunity to build equity through home ownership. We are building stronger homes and more stable neighborhoods to foster a more vibrant and humane St. Louis.

Executive Director

Objectives of this Role:

- Partners closely with the Board of Directors and committees to address issues and decisions effecting the organization.
- Oversees daily operations of the organizations, providing direction for program strategies.
- Leads the modification and execution of the organization's strategic plans and goals.
- Builds and leads an effective team that is dedicated to fulfilling the organization's mission.
- Serves as the organization's main spokesperson, works to increase awareness of SJHI in the community.

Responsibilities:

- Carries out the mission of SJHI in all aspects of work.
- Creates plan for achieving goals and objectives set in collaboration with Board of Directors.
- Supervises staff and contract employees (Currently 2 fulltime staff and 2 contract employees)
- Oversees all agency external communications, including website, marketing collateral, newsletters, social media.
- Represents agency at community and donor events.
- Works closely with Development Director to oversee annual fundraising plan and annual fundraising event.
- Collaborates with staff on grant opportunities and approves all grant applications.
- Approves all expenditures and works with accountant to produce monthly financial reports.
- Prepares annual budget in cooperation with staff and Board Treasurer.
- Facilitates an annual audit with CPA.
- Works closely with Project Manager to determine property purchases and develop scope of work for renovations.

- Works closely with Real Estate Consultant on the sale of properties and supervises the execution Homeowner Readiness Academy program.
- Works closely with Outreach and Volunteer Manager to promote effective outreach opportunities and develop a strong volunteer program.

Required skills and qualifications:

- Five or more years of experience in senior management, preferably with non-profit organizations.
- An innovative visionary with creative ideas for continued growth and visibility.
- Strong experience in communication, marketing, and fundraising.
- Thorough knowledge of the residential real estate industry and procedures for residential purchases and sales, particularly in the city of St. Louis. Preference to licensed real estate broker.
- Understanding of the process required for management of whole house renovation projects.
- Exceptional written and verbal communication skills.
- Creative approach to identifying opportunities for organization's growth.
- Experienced in reporting to a board of directors.
- Proficient in creating and managing budgets.

St. Joseph Housing Initiative is an Equal Opportunity and Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sex stereotyping, pregnancy (which includes pregnancy, childbirth, and medical conditions related to pregnancy, childbirth, or breastfeeding), gender, gender identity, gender expression, national origin, age, mental or physical ability, ancestry, medical condition, marital status, military or veteran status, alienage, citizenship status, sexual orientation, genetic information, or any other protected class under federal, state or local laws.

Please do not contact the office directly to apply. Only resumes submitted to: bridget.flood@iwfdn.org will be considered.