



# THE PARODNECK FOUNDATION

For Self-Help Housing and Community Development, Inc.

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New York, NY 10013

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## POSITION DESCRIPTION EXECUTIVE DIRECTOR

**START DATE:** January 1, 2012

**SALARY:** Up to \$120,000 depending on experience.

**REPORT LINE:** This position reports to the Parodneck Foundation Board of Directors.

**ABOUT THE PARODNECK FOUNDATION:** The Parodneck Foundation for Self-Help Housing and Community Development, Inc. is an established NYC non-profit which traces its roots back to the Great Depression. For the past forty years, we have been committed to meeting the affordable housing needs of low- and moderate-income New Yorkers, with a special emphasis on self-help housing development and support for senior homeowners.

Parodneck's current focus is in three main program areas: one program supporting the creation and expansion of affordable resident-controlled rental housing and two programs supporting homeownership preservation. The beneficiaries of our programs are almost entirely low- and moderate-income households and we serve people living in neighborhoods throughout the five boroughs of NYC. We have program offices in Harlem and the Bronx, and we also deliver services on-site at two other locations in Queens.

- **Foreclosure Counseling & Prevention:** The Parodneck Foundation provides intensive counseling and assistance to approximately 600 homeowners a year who are at risk of foreclosure. We counsel clients in our main office in Manhattan and at locations in Queens and the Bronx.
- **Senior Citizen Home Assistance Program:** For over 25 years, we have partnered with the City of New York to provide affordable home improvement loans to senior homeowners at risk of displacement because of poor housing quality. We currently have more than \$10 million in loans outstanding, and an allocation of \$1.2 million for new loans in the current City fiscal year.
- **Community Assisted Tenant Controlled Housing:** CATCH is a mutual housing umbrella of more than 900 units of permanently affordable multifamily housing for low- and moderate-income families. CATCH seeks to maximize resident control of their housing while at the same time ensuring long-term affordability. CATCH properties are primarily located in Harlem, Washington Heights, the South Bronx and Central Brooklyn.

At this time, the agency's programs flow through two main corporations. Our housing counseling and senior loan programs are operated through the Parodneck Foundation. CATCH, our mutual housing umbrella, is a separate 501 (c) (3) corporation. The two

corporations have identical Boards of Directors and all staff and back office support for CATCH is provided by the Parodneck Foundation. The local mutual housing associations which are part of CATCH are separately incorporated, each with its own Board of Directors, which includes CATCH representatives.

For more information on the Parodneck Foundation history, mission and current programs see our website: [www.parodneckfoundation.org](http://www.parodneckfoundation.org)

**RESPONSIBILITIES:** The Parodneck Foundation Executive Director has full responsibility for the day-to-day operations of the agency. S/He also serves as the Executive Director of CATCH, with full responsibility for the operations of that program. The Director is also the primary staff liaison to the Board of Directors and works collaboratively with the Board to establish strategic priorities for the organization. Because Parodneck is a small organization, the Executive Director must be extremely adept at multi-tasking and must be willing and able to assume direct program responsibilities as needed. To effectively lead our agency, the Executive Director must also have a genuine commitment to resident-controlled affordable housing for low- and moderate-income people.

Major responsibilities of the Executive Director are set forth below:

**Governance** A primary responsibility of the Executive Director is to provide staff support to the Board of Directors. The Executive Director works with the Chairperson to plan and prepare for quarterly Board meetings and for meetings of Committees of the Board. The Board at this time has three committees: Executive, Audit and Investment. The Director is responsible for ensuring that Board members are knowledgeable about the agency's work and that they are actively engaged in one of the Committees. An immediate priority of the incoming Executive Director will be to work on Board development and on visioning to position the agency for the challenges and opportunities of the future.

**Staff Supervision** The Parodneck Foundation currently has thirteen full and part-time employees and two long-term consultants. This reflects a reduction in staffing levels from past years; the agency downsized as a consequence of the enduring recession. The Executive Director directly supervises Senior Staff of the agency; at present, these are: Senior Compliance Director, Deputy Director, Fiscal Director and CATCH Program Director. The Executive Director is responsible for all staff hirings and terminations. The Executive Director is also responsible for keeping personnel policies up to date and for ensuring that the agency is compliant with those policies.

**Program Management** As noted in the agency overview, the Parodneck Foundation currently operates three core programs. The Executive Director is charged with ensuring that each of the agency's programs has the financial and staff support needed to carry out its function. As head of a small agency, the Executive Director also has some direct program responsibilities: currently, the Executive Director provides staff support to the CATCH program and, at various times during staff transitions and restructurings, the Director has provided interim staff support for our other programs.

**Financial Management** The Executive Director also oversees the Agency's finances. The Parodneck Foundation has a \$1.2 million dollar operating budget, over \$3 million in net assets and an endowment of about \$1 million. Our affiliate, CATCH, has net assets of \$500,000. The various housing corporations under the CATCH umbrella each have separate finances and reporting requirements.

An independent financial assessment completed in mid-2011 recommends a restructuring of the agency's financial and asset management staffing and structure. Currently, day to day fiscal operations are carried out by the Executive Director, two part-time staff (a bookkeeper and administrative line) and a part-time consultant who serves as the agency's fiscal director. The incoming Executive Director, working with the Board, will restructure the fiscal department to better meet the agency's current and future needs.

The Board of Directors, particularly the Treasurer, has ultimate oversight of the agency's finances. The Executive Director works with fiscal staff to develop annual program and operating budgets and to create income projections for Board approval. With the Chairperson and Treasurer, s/he reviews financial reports prepared by fiscal staff and monitors the status of the agency's reserves. S/he works with the Fiscal Director to prepare for the annual audit and works with the Treasurer to present financial reports to the Board of Directors at its quarterly meetings.

**Fundraising** Fundraising is a core responsibility of the Executive Director. About 80% of the agency's \$1.2 million dollar operating budget is recurring funding; the balance must be raised from new sources each year. Approximately 25% of Parodneck's income is from corporate, foundation or government grants, the remainder is fee or investment income. It is an agency priority to increase foundation and corporate grant support and diversify our funding base.

The Executive Director is the primary liaison with funders and is responsible for framing and implementing the organization's fundraising strategy. The Director is responsible for ensuring that each of the agency's programs, its general operations and its reserves are fully funded each year. The Director oversees all of the agency's grant writing, and is responsible for ensuring there is appropriate staff or consulting support to carry out this critical activity. (Currently, the agency's grant writing and grant management is performed in house by a designated staff person.)

**Administrative** The Administrative function is spread among a number of staff lines at Parodneck. The recently completed fiscal assessment recommended a restructuring of, not only the fiscal department, but also our asset management, human resources and IT functions. The incoming Executive Director, working with Board leadership, will be responsible for implementing those recommendations.

The Executive Director also executes all contracts and agreements, prepares internal reports and communications and formulates and implements (with board approval where appropriate) all administrative policies and procedures.

**Communications** The Executive Director is the primary spokesperson for the agency. The Executive Director is expected to effectively communicate the agency's mission and its

programming to all of our constituents: our clients, public policymakers, elected officials and the general public. The Executive Director should be a compelling public voice on behalf of the Parodneck Foundation and the people we serve. The Executive Director and the Board President have sole authority to speak publicly on behalf of the agency to the news media or in public hearings. (The Executive Director may delegate some of this authority to other staff or Board members on a limited basis as appropriate).

## QUALIFICATIONS:

### Values:

Understands and is committed to principles of self-help and cooperation in meeting the housing needs of low- and moderate income people.

### Skills:

- Strong leadership skills: able to work collaboratively with the Board to establish an agency vision; able to grow the organization to carry out that vision.
- Excellent manager and administrator; able to lead and motivate staff; able to manage a variety of tasks; familiar with and able to oversee the full range of agency functions, both administrative and programmatic.
- Excellent financial management and fundraising skills; able to ensure agency has sufficient resources to support operations, provide for contingencies and grow programs. Good grant writing ability also desirable.
- Outstanding written and verbal communication skills; able to articulate agency mission, vision and programs to stakeholders and to the public.
- Strong substantive understanding of Parodneck's programs and projects; able to provide direct program support as needed. Parodneck's programs currently include affordable multifamily rental and cooperative housing, a home improvement loan program for seniors, and a foreclosure counseling and prevention program.
- Knowledgeable about the NYC community development sector, including key government agencies, local funders, elected officials and community-based organizations.

### Experience:

- Minimum five years experience in non-profit management; experience must include fundraising responsibilities.
- Bachelors degree or higher.
- Five years or more experience in any of the following: affordable housing development and finance, community organizing, homeownership counseling or lending programs.
- Demonstrated experience in community development in NYC, which includes experience working with NYC government housing agencies.

The successful candidate will have the strongest combination of experience in the above areas.

Parodneck is particularly interested in candidates with a solid background in affordable housing development and management.

Women and people of color are encouraged to apply.

**TO APPLY:** Please send cover letter, resume and writing sample to [ibaldwin@parodneckfoundation.org](mailto:ibaldwin@parodneckfoundation.org)

or mail to: Search Committee,  
The Parodneck Foundation  
121 Sixth Avenue, Suite 501  
New York, NY 10013

**This Posting Will Be Open Until Monday, October 31, 2011**