

Habitat for Humanity of Metro Louisville, Inc.

Director of Family Services

Position Title: Director of Family Services

Reports To: Chief Executive Officer

Purpose of Position: The Director of Family Services is responsible for the planning, management and coordination of homebuyer activities and programs for one of the largest housing non-profits in Louisville which produces around 35 housing solutions annually and manages about \$18M in assets. The Director of Family Services serves on the senior management team and participates in policy setting and program evaluation.

Supervisory Responsibility: Supervises the Program Manager of Homebuyer Development and Program Manager of Homebuyer Financial Services and key volunteers in Family Services and Site Selection.

To Apply: Please submit your resume and a cover letter expressing your interest for this position. Please submit the information to HR@HRWorksinc.com or via fax, (502) 805-0776.

KEY RESPONSIBILITY AREA: Family Services

1. Creates and executes comprehensive Family Services programs:
 - Family Selection, ensuring a family pipeline of 25-30 homebuyers annually and complying with mortgage lending and fair housing rules and regulations
 - Family Support, ensuring comprehensive education program for families and Habitat's compliance with fair housing rules and regulations
 - Homeowner engagement and support, ensuring that the organization is responsive to homeowner issues or crises; engaging homeowners as partners in mission; and tracking and reporting data on homeowners
2. Supervises, monitors and administers departmental activities:
 - 20-25 closings and mortgages per year
 - Periodic department reports; manages department's data collection and timely delivery of information to other departments
 - Plans and monitors program evaluation and improvement
 - Ensures timely reports from all committees to the Board and the Program Services Committee
 - Recruits, trains and supports 15-20 volunteers directly or through subordinates

KEY RESPONSIBILITY AREA: Real Estate

1. Site assessment and acquisition,
 - Provides leadership to the Site Selection volunteer committee
 - Ensures that Site Acquisition follows the comprehensive Community Development plans of the organization.
 - Ensures appropriate numbers and locations for building sites and rehabs
 - Manages Site Acquisition budget of \$50,000-\$75,000 annually; collaborates with Director of Construction to assess and approve sites for purchase
 - Orders pre and post-construction appraisals; works with Construction to order surveys in a timely manner
 - Shows available lots to program participants, offering incentives when necessary to match lots
2. Partnerships and Collaborations:
 - Develops and sustains relationships with community groups and organizations with investment in Habitat's targeted areas
 - Develops and maintains relationships with professional, religious and social service groups in the community.

MINIMUM JOB REQUIREMENTS:

Commitment to Habitat for Humanity of Metro Louisville's mission and ministry.

Education: Bachelor's degree

Experience: Five years' management experience in not for profit social service or volunteer agency, preferably in the affordable housing field.

Skills and qualifications:

- Strong people skills; able to relate to people of different races, faiths, and incomes
- Able to work as part of a team
- Strong leadership skills; able to lead and manage staff and volunteers
- Communicates well both orally and in writing
- Dependable and persistent in accomplishing goals
- Able to work effectively with homebuyers, volunteers, board members, and committees
- Able to plan, organize and implement projects
- Must be computer literate, proficient in Microsoft Office package
- A working knowledge of Calyx software