# Executive Director – Rochester Housing Charities

Reports To: Board of Commissioners

Classification: Full-Time | FLSA: Exempt

Location: Rochester, NY

Salary Range: $90,000 – $120,000 (based on experience)

## About Rochester Housing Charities (RHC)

Rochester Housing Charities (RHC) is a nonprofit 501(c)(3) organization and subsidiary of the Rochester Housing Authority (RHA). We own and manage over 160 affordable housing units, primarily serving elderly, disabled, and low-income individuals. Our mission extends beyond housing—we strive to create thriving communities through empowerment, strategic partnerships, and high-quality support services.

## Position Summary

The Executive Director (ED) is a visionary and results-oriented leader responsible for the overall administration, policy execution, and strategic advancement of Rochester Housing Charities. Reporting directly to the RHC Board of Commissioners, the ED serves as the primary representative of the organization and oversees operations, compliance, staffing, and community engagement. The ED also serves as Secretary to the Board, Contracting Officer, and liaison to Rochester Housing Authority, ensuring alignment with broader public housing objectives.

## Key Responsibilities

## Leadership & Strategic Oversight

The Executive Director sets the tone for organizational excellence and long-term impact. This role involves defining and executing strategic goals, translating Board policy into action, and fostering a culture of mission-driven innovation and accountability. The ED is expected to be a thought leader who can articulate a vision for growth while ensuring that the organization operates in alignment with all federal, state, and local housing regulations.
- Interpret and implement the Housing and Community Development Act, New York State Public Housing Law, and applicable statutes impacting the organization.
- Serve as Secretary to the RHC Board of Commissioners and execute all policies, orders, and resolutions as directed by the Board.
- Provide visionary leadership in the development and execution of strategic and operational plans.
- Recommend new policies and procedures to improve efficiency, strengthen services, and ensure regulatory alignment.
- Foster strategic relationships with Rochester Housing Authority leadership and external agencies to ensure collaboration and mutual support.

## Operations & Compliance

Managing the day-to-day functions of a housing organization requires operational precision, risk management, and regulatory expertise. The ED will oversee all housing operations, ensure HUD compliance, and guide capital project execution. The ED is accountable for creating processes and procedures that promote safe, well-managed, and mission-aligned housing services.
- Oversee housing operations, maintenance, inspections, and capital improvement projects.
- Ensure full compliance with HUD, state, and local housing regulations and fair housing laws.
- Supervise department heads responsible for property management, security, IT, leasing, and maintenance.
- Coordinate legal review and execution of all contracts, leases, MOUs, and grant agreements.
- Establish internal systems to monitor risk, ensure safety, and evaluate operational performance.

## Finance & Resource Development

The Executive Director serves as the financial steward of RHC, responsible for budgeting, grant strategy, and the fiscal health of the organization. This includes long-term financial planning, resource development, and securing sustainable revenue streams that support affordable housing initiatives.
- Prepare and manage the organization’s annual operating and capital budgets.
- Oversee all financial reporting, accounting functions, and internal control systems.
- Identify and pursue external funding opportunities including grants, public-private partnerships, and donations.
- Oversee audit preparation, compliance reporting, and HUD financial submissions.
- Provide the Board with financial reports and forecasting data to inform decisions.

## Staff Development & Culture Building

The Executive Director is charged with building a strong, values-driven workforce capable of delivering high-quality services. This includes developing effective leadership within the organization, creating a culture of accountability and inclusion, and ensuring staff have the tools, support, and training to thrive.
- Provide administrative oversight to all departments and supervisory personnel.
- Lead organizational development, talent acquisition, and workforce planning initiatives.
- Conduct annual staff evaluations and ensure alignment with performance goals.
- Implement and monitor personnel policies, collective bargaining agreements, and HR best practices.
- Promote a culture of equity, professional growth, and shared mission across all levels of staff.

## Community Engagement & Advocacy

RHC’s success is rooted in its connection to the community. The ED will actively promote resident engagement, develop external partnerships, and serve as the public face of the organization. The ED must possess a passion for advocacy, a heart for service, and the ability to communicate the mission of RHC to diverse stakeholders.
- Build collaborative relationships with tenant groups, local nonprofits, community leaders, and elected officials.
- Represent RHC at local and regional housing forums, events, and conferences.
- Promote and support the formation of tenant associations and leadership councils.
- Create feedback mechanisms to ensure that resident voices inform organizational decisions.
- Advocate for affordable housing policies and community development investments.

## Governance & Board Support

Working in partnership with the RHC Board of Commissioners, the ED will ensure strong governance practices, organizational accountability, and strategic execution. The ED also maintains records, reports, and legal filings to ensure transparency and compliance.
- Prepare and present board meeting materials, including reports on operations, finance, and compliance.
- Support board development through strategic input and administrative coordination.
- Maintain accurate board records, meeting minutes, and corporate documentation.
- Monitor implementation of board-approved goals and ensure timely updates on performance.
- Serve as the principal liaison between board members and staff leadership.

## Knowledge, Skills & Abilities

- In-depth knowledge of public housing administration and HUD regulations
- Familiarity with federal, state, and local housing laws including Fair Housing, Section 8, and RAD
- Strong financial planning, grant writing, and budget management skills
- Understanding of real estate financing tools including LIHTC, bond revenue programs, and community funding mechanisms
- Demonstrated ability to supervise diverse teams and manage complex organizational systems
- Exceptional written and verbal communication skills
- Strong leadership presence with a commitment to integrity, inclusion, and excellence
- Capacity to build trust and navigate challenging issues across stakeholder groups
- Administrative discipline with a strategic mindset and operational focus

## Minimum Desired Qualifications

Option A:
Master’s degree in Finance, Accounting, Business/Public Administration, or a related field, plus at least 5 years of full-time administrative or supervisory experience in public housing or related urban/economic/community development programs.

Option B:
Bachelor’s degree in a related field plus at least 6 years of relevant full-time experience in a similar leadership or administrative capacity.

Option C:
15+ years of progressively responsible housing or community development experience, including proven leadership in finance, operations, and regulatory compliance.