

**HOME OWNERSHIP MADE EASY (H.O.M.E.)
EXECUTIVE DIRECTOR**

HOME is a 501(c)(3) Non-Profit Housing Corporation whose primary focus is to serve as the property owner and manager of housing for developmentally disabled consumers of California Regional Centers. HOME's ongoing mission is to reach and expand support of local, statewide, federal and private resources that serve our population by building successful relationships with those entities. Our goals are achieved through the combined efforts of teamwork, advocacy and action, ensuring sufficient housing opportunities today and in the future

The Executive Director is responsible to the Board of Directors for all overall administration, as well as development and implementation of current and future housing programs for individuals with developmental disabilities. The Executive Director will represent HOME in the community, as well as working with banks, real estate professionals, government and non-profit agencies, volunteers, families, foundations and various funding sources to create housing opportunities for our population. Specifically, the Executive Director:

- Establishes and monitors procedures to ensure smooth operation of the organization
- Recruits, hires and supervises all staff and consultants in alliance with the organizations goals and mission
- Establishes realistic development and expenditure projections from which a viable budget is adopted
- Manages the organization's finances in accordance with the established budget
- Coordinates with regional center personnel to ensure the housing provided is meeting the client's need
- Creates an overall strategy and vision for development and funding projects
- Develops funding sources and establishes collaborative partnership with existing agencies and organizations
- Creates and presents project proposals to the Board of Directors and funding sources
- Works with housing industry to develop new units and gain access to existing units for our population
- Develops a home ownership support program for individuals and families
- Oversees the organizations major fundraising events, including the annual Golf Tournament
- Forges partnerships with other volunteer organizations for specific purposes, such as *Angels Helping Home*, volunteers rehabbing the properties made available to our population
- Develops and implements a public relations/marketing strategy to inform and educate the community and local government about the housing needs of our population

Requirements:

- At least ten years experience in Housing Development and Project Finance
- Familiarity and preferably existing working relationships with local, state and federal housing programs
- Detailed knowledge of HUD 811 program requirements
- Experience developing funding sources and partnerships to further organizational goals
- Hands-on, broad-based organizational management experience, including financials, budgeting, human resources issues, etc.
- Demonstrated ability to lead others with a charitable goal
- An understanding of the needs of individuals with developmental disabilities

Compensation:

Salary range is competitive and commensurate with experience.

To apply:

Email cover letter and resume with salary history to jobs@westsiderc.org.

Denise Fernald
Director of Human Resources
Westside Regional Center
5901 Green Valley Circle, Suite 320
Culver City, CA 90230
(310) 258-4105 direct line
(310) 258-4280 fax
denisef@westsiderc.org