



Greenwood-Leflore Fuller Center for Housing
P.O. Box 9306
Greenwood, MS 38930

ADVERTISEMENT FOR JOB OPPORTUNITY

November 2022

Position: Half-time Director/Administrator for the Greenwood-Leflore Fuller Center for Housing

Description summary: The Executive Director provides overall operational leadership in achieving the organization's mission and directing the day-to-day activities of the Greenwood-Leflore Fuller Center for Housing. This is to be achieved in accordance with Fuller Center for Housing stated purpose and in such a manner that optimizes the desired results. He/She works with the Board of Directors to implement plans for achieving the organization's mission, strategy, annual goals and objectives, and provides support and structure for committees toward the achievement of their respective responsibilities and goals. **Director responsibilities include general administration, implementation of strategic plan (developed in 2016), resource development, community relations and awareness-raising, construction and financial management, volunteer supervision and leadership, and serving as a liaison with the board of directors.**

Responsibilities:

1) General Administration and Strategic Planning Implementation:

- Attend monthly board meetings and provide leadership and updates to the Board of Directors
- Complete miscellaneous required administrative tasks as needed.
- Coordinate with Orsborn Sutphen O'Neill CPA as needed
- Communicate with national and other local Fuller Center organizations as needed
- Participate in new board member and committee membership development

2) Resource Development / Community Relations:

- Seek new sources of funding including but not limited to donations, events, and grants.
- Develop and organize volunteer participation in ongoing programming.
- Manage media and raise awareness of Fuller Center programming.

3) New and Ongoing Project Oversight

- Meet regularly with the Construction Committee and/or Construction Manager to provide leadership and guidance in regard to the core mission the Fuller Center; building/renovating and repairing homes for low-wealth households.
- Meet regularly with the Application Committee to provide leadership and guidance in regard to new and existing mortgages and partnerships, with an emphasis on foreclosure prevention.
- Communicate regularly with Bowie Realty, the manager of GLFCH's rental properties.

4) Other: Manage other special needs as situations or opportunities arise in the course of this position.



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Applicant requirements:

- **All applicants must be self-directed leaders, with excellent time management and communication skills.**
- An understanding of and commitment to the mission of the Fuller Center for Housing.
- Demonstrated leadership abilities and strong organizational skills.
- Ability to establish, foster and maintain effective working relationships with the Board of Directors, staff, volunteers, the public, local government, and community service agencies.
- Effective verbal, interpersonal and written communication skills.
- Ability to synthesize complex and/or diverse information.
- Knowledge of mortgage procedures (preferred but not required).
- Knowledge of fundraising principles and processes and the ability to develop working relationships with potential funding sources.
- Ability to identify and resolve problems in a timely manner, gather and analyze information skillfully, and effectively lead by displaying sound and accurate judgment.
- Ability to communicate the Greenwood-Leflore Fuller Center program and mission clearly and persuasively in a variety of settings and to a variety of constituencies.
- Must be a good listener and be able to engage in well-considered discussions.
- Must pass Criminal Background Check and Sex Offender Check.

Preferred formal educations and experience (not required):

- Bachelor degree (4 year) or equivalent experience. Specialization in communications / public relations, business, social work, or non-profit administration preferred.

Compensation & Working Environment:

- 20 hour per week salaried position that requires some hours during evening and weekend work.
- Salary is \$20,000-\$24,000 annually, commensurate with experience and qualifications.

Submit a resume including references to greenwoodfullercenter@gmail.com or PO Box 9306 Greenwood, MS 38930. The position will remain open until a candidate has been selected.