



Kentucky Mountain Housing Development Corporation, Inc.

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www.kymtnhousing.org

EXECUTIVE DIRECTOR

KMHDC
Manchester, KY
Full Time Position

Kentucky Mountain Housing Development Corporation, Inc. is currently seeking a strong candidate to serve as the Executive Director. KMHDC is a faith-based, nonprofit corporation whose mission is to provide safe, decent, and affordable housing for low and very low income families in Southeastern Kentucky.

Summary:

Kentucky Mountain Housing Development Corporation, Inc. is currently seeking a strong candidate to serve as the Executive Director. The purpose of this role is to provide thoughtful executive leadership and oversight of all operations of KMHDC under the guidance and governance of the Board of Directors, with the purpose of executing strategic goals and objectives while ensuring that the vision, mission, and core values are upheld and exemplified through all aspects of the organization.

Essential Duties and Responsibilities:

- Works with the Board of Directors, and employees of the organization to ensure that the individuals and families served are given the best possible professional and competent services at all times.
- Collaborate with the Board of Directors to identify, create, and implement strategic plans and objectives along with carrying out all policies and programs and provide staff leadership.
- Selects, employs, manages, and discharges all administrative employees in accordance with policy approved by the Board of Directors.
- Oversees the adequacy and soundness of the organization's financial structure.
- Interprets the work of the organization to churches, organizations and individuals at meetings and as groups visit the organization.
- Attends all meetings of the Board of Directors and its committees.

Preferred Education & Experience:

- Education: Bachelor's Degree or extensive experience in Executive Administration.
- Desired - Previous work with a non-profit or community engagement organization.
- Supervisory experience a plus.

Other Criteria to be considered:

- Commitment to religious and charitable goals, such as providing affordable housing for low-income families;
- Knowledge of Central Appalachia;
- Knowledge of single family housing construction;
- Contacts with State and Federal Government, foundations and churches.

Applications are being accepted and will be reviewed until the position is filled.

For consideration, please submit a cover letter and resume via email to katiekmhdc@windstream.net or by mail to KMHDC, Attention Katie Smith, PO BOX 729, Manchester, KY 40962.

