

## Executive Director Job Description (1/2025)

Snow Belt Housing Co. Inc.

**Position Title:** Executive Director

**Reports To:** Board of Directors

**Location:** Lowville, New York

**Employment Status:** Full-Time, Exempt

### Job Overview

The Executive Director (ED) of Snow Belt Housing Company, Inc., a nonprofit Rural Preservation Company based in New York State, will be responsible for the overall leadership, management, and success of the organization. The ED will work closely with the Board of Directors, staff, volunteers, government agencies, and community stakeholders to preserve, manage and develop housing related programs across Lewis County. The role requires a dynamic leader who is committed to the mission of rural preservation and has experience in nonprofit management, community engagement, and program implementation.

### Responsibilities

- Collaborate with the board of directors to develop policies and implement strategic plans that align with the organization's mission and vision.
- Lead and manage all operational aspects of the organization to ensure efficiency and effectiveness.
- Lead the development and execution of short- and long-term strategic plans to promote and preserve housing opportunities, and strengthening neighborhoods and communities.
- Oversee project management initiatives to ensure timely delivery of programs and services aimed at preserving rural communities, and protecting or increasing the current housing stock.
- Act as a liaison between the Board of Directors and staff, ensuring effective communication and alignment between leadership and operational teams.
- Foster a culture of continuous improvement by identifying areas for process enhancement.
- Provide senior leadership to staff, ensuring clear communication of goals and expectations.
- Prepare and present regular reports to the Board on organizational performance, program outcomes, financial health, and other relevant metrics.
- Oversee the organization's financial management, ensuring sound fiscal practices and proper allocation of resources. Manage the organization's budget, ensure timely reporting, and monitor cash flow.
- Represent the organization at community events, meetings, and conferences to promote its mission.
- Ensure compliance with all relevant federal, state, and local laws, including those governing nonprofit organizations.

### Experience

- Bachelor's degree in nonprofit management, business, or a related field, or an associate degree with over 5 years of executive experience preferred.

- Familiarity with New York State laws and regulations related to housing, property management, and rural development is highly desirable.
- Ability to work independently, solve problems creatively, and make decisions in a fast-paced environment.
- Strong leadership and management skills, with the ability to build and lead a high-performing team.
- Excellent written and verbal communication skills, with the ability to articulate complex preservation issues to diverse audiences.
- Strong financial management skills, including budgeting, forecasting, and financial reporting.
- Excellent communication skills with the ability to engage stakeholders at all levels.

This is an exciting opportunity for an individual who is passionate about making a difference through effective leadership and strategic visioning. If you are ready to take on this challenge, we encourage you to apply!