



Executive Director

Options for Supported Housing

Dublin, Ohio

The Moran Company is pleased to partner with **Options for Supported Housing** to recruit the organization's next Executive Director.

Background

[Options for Supported Housing](#) (OSH) is a social enterprise non-profit with a focus on providing safe, quality community housing that improves the quality of life for people with intellectual and developmental disabilities. Studies have shown that individuals with intellectual and developmental disabilities who have greater personal choice in their living arrangements, employment, pastimes, and service providers, are more physically and mentally healthy.

As an affordable property owner and landlord for over three hundred sixty individuals with intellectual and developmental disabilities in eleven states across the country, OSH works closely with its for-profit and nonprofit service provider partners to ensure that residents are safe and happy in their homes. Providing accessible and affordable housing for people with intellectual and developmental disabilities provides a vital, life-changing service that improves life and expands personal choice options.

The Executive Director is responsible for leading the organization in conducting and facilitating operations, working to market and expand the tax-exempt activities including but not limited to increasing the ability to acquire affordable grant funded homes, grow the housing partnership, and build partnerships and collaborations with other like-minded organizations.

Today, OSH has a budget of \$2,866,840.00, and a staff of three. This is the total consolidated agency budget. The administrative and general operating budget is approximately \$400,000.00.

The Executive Director for OSH should live in Columbus, OH, or the surrounding Central Ohio area and should be in the OSH office when not traveling for OSH business. The position requires 25% travel (including long distance). Once the candidate has been with the organization for a minimum of six months a hybrid work

schedule as appropriate to the organization's operations and onboarding may be negotiated at the board's discretion.

Major Responsibilities

Leadership

- Assure that the organization has a long-term strategy which achieves its mission, and toward which it makes consistent and timely progress as approved by the board.
- Provide leadership in developing programs, organizational and financial plans by monitoring standards in the field and make recommendations on operating policy.
- Provide the Board with sufficient information to make sound policy decisions.
- Maintain a working knowledge of significant developments and trends in the field to enhance the effectiveness of OSH.
- Initiate and develop relationships with individuals and organizations and participate in ad hoc committees to provide information and insight and respond to the needs of the community.
- Participate in appropriate local, regional, national conferences, events and workshops which relate to OSH growth and impact in the community.
- Maintain official records and documents, and ensure compliance with federal, state, and local regulations.
- Oversee timely and accurate filing of all charitable registrations, annual reporting, and landlord certifications in all markets where the organization conducts business.

Board and Committees

- Schedule meetings, arrange locations and provide timely notification to Board and Committees. (Executive Committee, Investment Committee, Asset Management Committee).
- Execute the decisions of the Board promptly and accurately.
- Prepare agendas in conjunction with appropriate chairperson of Committee or President of the Board.
- Prepare minutes in a timely fashion for review by the Board President and make minutes available for the next meeting.
- Maintain records of all meetings.

Finance and Accounting Records and Reports

- Oversee the work of internal contract and consulting staff. This includes the Chief Financial Officer as it pertains to OSH finance activities and investment portfolio to ensure that policies and programs are implemented, and official records and documents are maintained and in compliance with federal, state, and local regulations.

- Oversee preparation of an annual budget and periodic reporting on OSH finances.
- Use financial benchmarks and goals as a management tool in determining and evaluating new programmatic initiatives; understand financial and budget operating practices to assure donors and lenders of the sound fiscal position of OSH.
- Monitor the total return and annual income yield in relation to the investments, housing venture and expenditures. Monitor and provide timely reporting on the organization's investment account. Ensure compliance with the asset allocation established in the Investment Policy. Periodically, manage transactions as authorized by the Investment Committee members and/or board. Ensure accurate reporting of the investment portfolio is provided to the board on a quarterly basis.
- Develop and monitor an annual expense budget for the organization that is within reasonable and necessary limits.

Organizational Management

- Develop and maintain solid, collaborative working relations with the Board and provide them with the information and guidance necessary to make informed and necessary decisions.
- Work with the Board to ensure that the Investment Policy and asset allocations are consistent with stated objectives.
- Provide information and advice and make recommendations regarding grant initiatives and other OSH issues, as requested by the Board.
- Manage the selection, employment, control and discharge of employees, and development and maintenance of personnel policies and practices of OSH. Oversee the Associate Director of Operations/Senior Staff Accountant's responsibility for implementation of human resources and personnel policies.
- Oversee and support the Housing Coordinator in the management, inspections, and maintenance of the Housing Portfolio. Oversee the implementation of Options' Fair Housing Policy and implementation of all aspects of tenant leasing for the Housing and Washington Portfolios. This includes approval and oversight of all repair and maintenance activities for the portfolio.
- Possess a working knowledge of real estate management activities (e.g., reviewing leases, coordinating home repairs, conducting numerous site visits every year, writing reports about the site visits, etc.) purchases, sales and acquisitions.
- Supervise the day-to-day operations of OSH office. This position is an active "working," staff role. The Executive and/or other staff members will step in and perform staff functions and complete additional work until additional team members can be hired. If adequate staff cannot be hired, the Executive Director completes that additional work until additional team members can be brought on board. Provide training and support to staff in all aspects of their job responsibilities. This includes Fair Housing, Affordable Housing, Tenant Rights, and all other Department of Developmental Disabilities and funder's affordable housing policies.

Promotion and Information

- Through participation in national and local associations, stay apprised of and involved in issues of philanthropy, social change, and affordable housing needs for people with intellectual and developmental disabilities.
- Play a key role in identifying emerging housing needs of individuals with intellectual and developmental disabilities, craft initiatives that both meet those needs and engage the interest of donors; and make recommendations for long-range program objectives.

Growth and Development

- Generate strategies that advance the OSH mission through philanthropic and affordable housing activities.
- Conduct research on areas of interest to OSH and subsequent development and implementation of projects, and programs, as deemed appropriate.
- Strong writer with proven success in writing grants. The candidate must be able to monitor grant opportunities, seize on any new potential grant opportunities, and write a grant to meet the requirements and deadline of the grantor.

Marketing

- Develop and conduct community and public awareness activities that build awareness with the public and target audiences.
- Nurture relationships with leaders in the many diverse "communities" in the geographic service areas, effectively expressing the values and missions of OSH.
- Play a key role in identifying emerging housing needs of people with intellectual and developmental disabilities.
- Craft initiatives that both meet those needs and engage the interest of donors and grantors.
- Represent OSH in philanthropic and nonprofit communities.

Other activities and duties needed from time to time to ensure the effectiveness of overall operations of OSH.

Skills and Requirements

- Proficiency in Microsoft Word, Excel, and PropertyWare. Responsible for social media platforms for the organization including, Facebook, LinkedIn and website content. Work with pro bono firm to maintain website and domain.
- Demonstrated experience in providing executive level leadership and setting the vision and strategic planning for OSH as approved by the board.
- Demonstrated experience of engaging and working effectively with others from the community and among philanthropic and affordable housing colleagues in a professional manner.

- Demonstrated ability to self-direct work activities that facilitate networking opportunities that build partnerships and collaborations with other resources.
- Strong oral and written communication skills. Candidate must be comfortable communicating with numerous, diverse audiences: working with and being sensitive to the needs of tenants and their families, working with government agencies and associated bureaucracies, working with contractors to ensure that projects are started and completed on time and within budget.
- Excellent at managing multiple priorities and time management, including calls after hours about property issues or with state agencies and/or tenants in different time zones.
- Familiarity with philanthropy, administration of nonprofit organizations and demonstrated success with nonprofit fundraising and development.
- Strong advocacy skills and the ability to work with state and national entities and build relationships with government officials.
- Demonstrated experience in recruiting and retaining quality staff and contractors.
- Experience, understanding and empathy for people with intellectual and developmental disabilities (including use of “people first” language).
- Demonstrated experience in working with a volunteer board of directors in a collaborative and transparent manner.

Education and Experience

Bachelor’s degree in public administration, business administration, education, or a related field of interest to OSH. Five to seven years experience in a nonprofit management position or equivalent experience.

Compensation

The projected compensation for this position is \$110,000.00 to \$140,000.00 based on experience. Compensation is supplemented by a benefits package including Paid Time Off (PTO), paid holidays, 401K, and a flexible benefit for health insurance of up to 20% of salary based on needs.

Non-Discrimination

OSH is an equal opportunity employer. Employment, assignment, and promotion of employees are based upon qualifications and abilities to perform job functions, without regard to race, color, creed, age, sex, sexual orientation, disability not related to job performance, marital status, ethnic or national origin, or veteran status. The Company will reasonably accommodate individuals with disabilities who can perform the essential job functions.

Application Process

The search for the Executive Director is being conducted by The Moran Company.

To apply for this position, submit a cover letter and resume to Ann Graff at The Moran Company. Resume should include all professional experience, dates of employment (month and year), position/title, and organization names. [APPLY NOW](#)