Based in Madison, Wisconsin, Movin’ Out is a dynamic, successful, statewide non-profit Community Housing Development Organization (CHDO) and HUD-certified housing counseling agency that, in partnership with people with disabilities and their allies, creates and sustains community-integrated, safe, affordable housing. Movin’ Out meets its mission with unique and innovative programs that have gained national recognition and awards. Movin’ Out develops inclusive, community-integrated housing; owns and manages a portfolio of scattered site homes; and assists people with disabilities to purchase and maintain their own homes. Movin’ Out and its subsidiaries mobilize this range of housing solutions with nine staff, a $1 million annual budget, and current assets of $19 million.

Movin’ Out seeks an experienced and values-driven leader as its executive director. The executive director reports to the Board of Directors and is responsible for leading Movin’ Out’s long-term strategic direction; planning and managing expansion; setting priorities; and guiding daily operations of a housing development and housing counseling agency that creates opportunities for people with disabilities and their families to know their options, develop their own housing plan, and secure safe and affordable housing through homeownership and rental housing. The executive director develops and maintains excellent collaborative relationships with public and private funders, development partners and financiers, as well as agencies that fund and deliver community-based services that support people with disabilities to be successful home owners, tenants, and neighbors.

The city of Madison and surrounding communities rank among the best places in the country to work and live. University of Wisconsin-Madison campus and several other colleges are located here. Innovators cultivate their ideas here. Leaders develop economic opportunity here. And parents find educational excellence for their children here. Madison ranks among the best in the nation including fantastic bike trails, distinctive locally-owned businesses, cutting-edge technology, safe neighborhoods, great health care, green resources, excellent education, and amazing music venues and restaurants.

**Duties of Movin’ Out’s Executive Director:**

**PROVIDE VALUES-BASED LEADERSHIP:**

- Fosters a mission-driven spirit of cooperation among staff, board, consumers and colleagues in the housing and human services agencies associated with Movin’ Out.
- Cultivates positive communication with public and private organizations that impact on the mission, goals and objectives of Movin’ Out.
- Provides training and presentations to both large and small groups for educational and/or promotional purposes.
- Represents the agency at forums, hearings, meetings, events, and social media linked to Movin’ Out’s mission and goals.
DEMONSTRATE FISCAL AND PROGRAM ACCOUNTABILITY:
- Develops and maintains a business model that produces exceptional mission impact and sustained financial health.
- Evaluates and manages risks and opportunities. Secures and administers funds from a range of private and public sectors (long term support and affordable housing systems, foundations, charitable contributions) to sustain agency programs.
- Assists Movin' Out board of directors in agency governance; serves as staff liaison to board.

EXCERCISE SOUND ADMINISTRATIVE MANAGEMENT:
- Works with the Board of Directors and staff to develop, implement, and evaluate the Movin' Out strategic plan.
- Develops and supervises the implementation of Movin' Out policies, management systems, and procedures; assures adherence to all laws and regulatory requirements.

PROVIDE TEAM LEADERSHIP:
- Provides leadership, direction, and program supervision to housing development, acquisition, rehab, asset and property management, home ownership loan programs, housing counseling, information and assistance, and individual housing plan development.
- Fosters and recognizes creative ideas and actualizes them within the organization.
- Recruits new staff, supervises, and supports staff performance, evaluates staff growth and performance, assigns duties and compensation for all staff.
- Oversees agency compliance with human resource and employment regulations.

**Required Qualifications:**
- Professional and/or life experience that demonstrates an understanding and commitment to working in partnership with people with disabilities and their allies as well as an understanding and commitment to the values of community integration.
- Strong financial skills, including ability to ensure sustained financial health and accountable management of the organization and ability to identify and successfully pursue diverse funding sources, such as grants, contracts, charitable donations.
- Strong program management skills, with experience in meeting program reporting requirements and supervising staff performance.

**Desirable talents and characteristics:**
- Knowledge of the long term care service system and ability to develop and sustain good working relationships with long term care service providers and policy makers.
- Experience in some or all of the following: housing development programs including multi-family real estate development, housing acquisition, rehabilitation, asset and property management and ability to evaluate, manage and tolerate business risks associated with housing development.
• Knowledge of home ownership loan programs, housing counseling, information and assistance, individual housing plan development.

• Familiarity with programs and regulatory requirements of housing finance organizations such as HUD, Federal Home Loan Bank, Section 42 low-income housing tax credit program, CDBG, and HOME, including CHDO requirements.

• Experience in setting goals and supervising staff who are highly professional and self-directed with internalized performance expectations and a high degree of flexibility and independence.

• Experience in working in the non-profit sector under the direction of a board of directors and providing prompt and accurate updates to the board.

• Capacity to manage a complex organization that includes several LLC and 501 (c)(3) subsidiaries.

• Experience in developing and implementing strategic plans.

• Excellent written and verbal skills and an ability to represent Movin' Out at conferences and in meetings, newsletters, social media, and other public venues.

• Skills to develop and sustain good working relationships with key affordable housing, finance, home ownership, development, and regulatory organizations at federal, state and local levels.

Salary/Benefits:
• Competitive salary.

• Profit-sharing 401K; employer-paid health, life, short and long-term disability insurance. Section 125 flexible compensation plan. Generous earned time off. Family-friendly work environment.

To Apply:
Please prepare a cover letter, resume, and brief responses to the three questions listed below. Please e-mail these to info@movin-out.org. Indicate “MO Executive Director” in the subject line. The application deadline is May 31, 2014.

Responses to these questions are required:
1. Describe professional and personal experience that illustrates your collaboration with or service to people with disabilities.

2. Describe your experience in financial management of an organization, including your role, size of staff and budget.

3. Describe your experience in program management, including ensuring compliance with reporting and regulatory requirements, staff supervision, and development of policies and management systems.

Movin' Out is an equal opportunity employer.