



## EXECUTIVE DIRECTOR IDEAL CANDIDATE PROFILE

[Neighborhood Housing & Development Corporation \(NHDC\)](#), a 501 C-3 not for profit organization based in Gainesville, Florida with a corporate mission to improve the quality of life and economic opportunities of low- and moderate-income persons, is seeking a dynamic individual to lead the organization as the Executive Director.

### NEIGHBORHOOD HOUSING & DEVELOPMENT CORPORATION (NHDC)

NHDC is a multifaceted comprehensive community development corporation with program and services designed to meet the housing needs of our community, which includes but is not limited to home buyers' education seminars, housing counseling activities, housing development (single family and multifamily), owner occupied rehab, property/asset management, and soon to be lending programs. NHDC operates under diverse revenues including income-generating revenues, corporate & foundation grants, government contracts and miscellaneous income. Neighborhood Housing and Development Corporation is a charter member of NeighborWorks America.



### THE ROLE OF THE EXECUTIVE DIRECTOR



The Executive Director in partnership with the Board of Directors is responsible for the overall success of NHDC. The Executive Director works in concert with the board of directors to ensure strong governance and oversight. As the leader of the organization, the Executive Director will be responsible for deepening and expanding NHDC's connection throughout the community. The position will be expected to manage the day-to-day internal operations of development efforts and to strategize and implement the strategic plan. An ideal candidate brings good communication, real estate finance, organizational, and interpersonal skills to the position to support an efficient and productive organization and to help build positive and sustainable relationships with stakeholders.

## Roles and Responsibilities

- Provide overall strategic leadership and direction on business-related decisions, including potential partners and industry leaders.
- Demonstrates ability to earn the trust and respect of the staff while empowering them to perform their work at the highest standard.
- Oversee visioning and strategic planning process in collaboration with the Board of Directors and the staff to achieve growth, innovation, long-term sustainability and positive community impact.
- Deliver “integrated leadership” in which the Executive Director is outward facing with potential partners and industry leaders and is also connected internally with staff and its works.
- Build a positive brand identity in the community by communicating the positive impact that NHDC has on the individuals and families they serve ensuring that NHDC is no longer “the best kept secret in town.”
- Provide leadership on creating a culture of philanthropy enabling NHDC to obtain additional revenue from donors in the community.
- Lead and inspire NHDC’s high-performing team, provide leadership training, mentoring to the staff and being a positive role model.
- Attract, retain, and reward best-in-class talent to continue to strengthen NHDC’s growth.
- Provide financial oversight of NHDC, including the annual operating budgets, annual financial audits, asset management, and overall financial strength.
- Operate in an environment of transparency, both internally and externally, and inspire participation and cooperation.



## IDEAL CANDIDATE QUALIFICATIONS AND COMPETENCIES



The ideal candidate shall be a politically savvy “out of the box” strategic thinker with at least eight years of relevant work experience growing revenues, programs and services and organizational reputation. Bachelor’s degree required plus senior leadership experience preferably in real estate development, community improvement, nonprofit social impact organizations or government service. Demonstrated experience in public relations, communications and relationship development a real plus. A strong strategic and innovative “out of the box” thinker highly desirable. Preferably experience and knowledge of housing market sales, community development and affordable housing experience. Proven experience in cultivating and soliciting new donors and dollars with individuals, families, foundations and corporations. Demonstrated ability to manage a budget with assets exceeding \$15 million dollars.

## COMPENSATION

NHDC is prepared to offer a competitive salary and benefit package to the candidate selected to be their new Executive Director. In addition, this position offers an opportunity to join a dedicated team of professionals that is making a profound difference in the community and in the lives of the individuals who enjoy greater independence and are able to participate more fully in society because of the organization's work. NHDC offers a generous benefits package including health care, dental, life insurance, short- and long-term disability insurance, and a SEP-IRA plan. All leave is awarded annually and encompasses personal/vacation, sick leave, and Holiday time off.

## CONTACT INFORMATION FOR INTERESTED CANDIDATES AND NOMINATIONS

If you would like to express your interest in this position, please send a cover letter and resume to Dennis C. Miller, Founder & Chairman at [dennis.miller@dcm-associates.com](mailto:dennis.miller@dcm-associates.com).



*Executive Search  
Nonprofit Leadership  
& Board Performance*

March 14, 2023