

Deputy Director/ Farmworker Program Director

Florida Non-Profit Housing, Inc (FNPH) is a small and growing not-for-profit organization in Sebring, Florida. A new Executive Director was hired at the end of 2020 after the Executive Director of 40 years retired. The Executive Director is seeking a Deputy Director/Farmworker Program Director to manage the Farmworker Housing Program; assist in the development and execution of operational policies of the organization; and in identifying, planning, and executing new programs and initiatives.

This is an exciting opportunity for an individual with the skills and experience to build on a legacy and work collaboratively with a passionate Executive Director, Board of Directors, and staff to strategically plan the next phase of growth and development for FNPH.

History and Mission of FNPH:

Florida Non-Profit Housing, Inc (FNPH) is the successor organization of the American Friends Service Committee's (AFSC) Florida Migrant and Seasonal Farm Worker Housing effort. AFSC organized 5 nonprofit housing corporations by acquiring sites, recruiting self-help applicants, and using this early development to gain approval of section 523 Technical Assistance (TA) grants. AFSC then began providing technical assistance and training to these Self-help grantees within the State of Florida in the early 1970's.

In 1978, FNPH was formed and took over this important effort from AFSC. A statewide meeting was convened to address mutual concerns. That meeting was attended by rural development state district and county personnel, all grantees and FNPH staff. The initial goal was to provide farm worker housing throughout the State of Florida, through the provision of Technical Assistance and Training (TAT) to nonprofit housing providers.

Today the primary goal is still the same. FNPH provides technical assistance and training throughout the Southeast Region of the US. There are two divisions of FNPH: Farm Worker Housing and Self-Help Housing.

Farm Worker Housing:

FNPH is funded by the U.S. Department of Labor as "Lead Agency" for the Southeast Housing Consortium (SEHC). As Lead Agency, we monitor and provide assistance to DOL funded agencies in Delaware, Florida, and Mississippi.

On a statewide basis, FNPH provides technical assistance and training to nonprofit housing corporations and units of governments to develop, own and manage housing for farm workers. We assist agencies in leveraging other sources of funds to lower the mortgage from the primary lender, Rural Housing Services (e.g., HOME, SHIP, CDBG, etc.).

Self Help Housing:

Since 1980, FNPH has provided technical assistance and training as a Regional Contractor for the Rural Housing Service's Section 523 Mutual Self-Help Housing Technical Assistance Grant Program. The primary purpose of this contract is to provide management and fiscal training, as well as technical support, to operating, new and potential Self-Help Housing Grantees.

Essential Duties and Responsibilities:

Reporting to the Executive Director (ED) the Deputy Director/Farmworker Director is a highly visible management position that works closely with the ED and supervises the program director and ensures the organization's programmatic work is carried out in a manner consistent with the mission of FNPH and the strategic plan. The Deputy Director/Farmworker Director serves as a secondary liaison to the FNPH Board of Directors and will serve as the organization's CEO in the absence of the ED.

Operational Duties:

- Work with the Executive Director to develop FNPH internal administrative, human resource, financial, and technological process, procedures, and policies as appropriate.
- Assist the Executive Director in recruitment, selection, retention, training, employee relations, and compensation and benefits programs for FNPH.
- Work with the Executive Director to engage a work from home team, create internal communication systems and processes with employees, contract agencies, funding sources, and grantees due to COVID-19.
- Support management in the organization's strategic plan, budget, and fundraising strategy.
- Create a supportive environment that fosters personal accountability, responsibility, and commitment to FNPH's goals and values.
- Assist the Executive Director in identifying and following through on new program opportunities and initiatives.
- Plays a supportive role in fundraising objectives identified by the Executive Director.

Programmatic Duties:

- Oversee the Department of Labor Grant in all aspects, monitoring financial, programmatic, and federal compliance. Assist with program budget development; maintain program expenditures within budgeted parameters.
- Responsible for understanding and knowing the Farm Labor Housing programs. Monitor legislative changes that affect farm worker housing on the National, State, and Local levels.
- Provide guidance, as requested by the Executive Director, for program activities including outreach, volunteer coordination, and partnerships development, as well as public relations.

- Responsible for the compliance with the terms and conditions of the U.S DOL migrant and Seasonal Program and USDA Farm Labor Housing Program to provide technical and training assistance to agencies in the deliverance of farm labor housing, as well as other programs that FNPH solicits to support the farm labor housing program.
- Oversee the Southeast Housing Consortium (SEHC) in all aspects; monitoring of the SEHC, developing and reviewing reports, and providing technical assistance.
- Work with the development team; architect, attorney, management, and contractor to effectively promote and deliver farm labor housing.
- Supervise and train farm labor housing staff; communicate policy and information to farm labor housing staff.
- Oversee the operation of the Self Help Program, and be familiar with programmatic guidelines and goals, and federal compliance.

Board:

- Serve as a secondary liaison to the board of trustees.
- Serve as main contact between board members and program staff.
- Ensure that information about FNPH programs and campaigns are communicated clearly and effectively to board members.

Education and Experience:

- Graduation from an accredited college or university with a bachelor's degree in Public Administration, Business Administration, Nonprofit Management, or a related field preferred.
- Minimum of five (5) to seven (7) years of progressively responsible management-level experience in not-for-profit management with experience in personnel administration including hiring, disciplining, terminating employees, conducting performance reviews, and administering personnel policies and procedures.
- Strong organizational and management skills with the ability to implement sustainable business practices and motivate staff to deliver quality results and services on time.
- Experience working with senior level staff and board of directors.
- Excellent written, verbal, interpersonal communications, and presentation skills.
- Must know how to effectively manage time and prioritize activities.
- Strong attention to detail and a high degree of initiative and desire to meet specific goals.
- Strong computer skills, including MS Office (Word, Excel, PowerPoint, Teams, Outlook) and Zoom and/or related video conferencing.
- Knowledge of affordable housing programs and finance, particularly Self Help and Rural Housing, programs a plus.

Other requirements:

Valid Florida State Driver's License.

Travel:

20% of time may be required for travel.

Physical demands:

While performing this job, one is required to use hands and fingers for computer and telephone, talk and hear, as well as stand, walk, drive and travel. Lifting between 5 – 15 pounds is necessary.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions of the job.

Note: During COVID-19 and the pandemic this position will require the ability to work from home part of each work week. This is considered temporary and subject to change based on CDC guidelines and business needs.

What we offer:

FNPH provides a competitive salary, generous employer paid health, welfare, and retirement benefits along with generous time off including vacation time, sick, and holiday pay.

The process:

To apply for this position please send your resume, with a thoughtful cover letter stating the reason you are applying for the job and what you will bring to the organization in terms of your knowledge and experience. Please include your salary requirements in your cover letter. Applications without a cover letter and salary requirements will not be considered.

Please apply with your resume and cover letter through Indeed.com.

<https://www.indeed.com/job/deputy-directorfarmworker-program-director-8b583d2ca2da1e93>

Only candidates of interest will be contacted. We thank you in advance for your interest in FNPH.

A criminal background check and drug screen will be conducted once an offer of employment has been extended. Any employment offer will be contingent upon the results of these screenings.

FNPH is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.