

Self-Help 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 Self-Help Program Director to manage the program operations and day-to-day activities of the program.

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:

Initially reporting to the Executive Director (ED) then transitioning to report to the Deputy Director this position is responsible for the supervision of the Self-Help Housing program, personnel management, outreach coordination, and various administrative tasks.

Operational Duties:

- Work with the Deputy Director to develop FNPH's internal administrative, human resources, financial, and technological process, procedures, and policies as appropriate.
- Assist the Deputy Director in the organization's strategic plan, identifying and following through on new program opportunities and initiatives.
- Create a supportive environment that fosters personal accountability, responsibility, and commitment to FNPH's goals and values.

Programmatic Duties:

- Responsible for understanding and knowing the Self-Help Programs. Monitor legislative changes that affect rural development, technical and management assistance, and operating grantees, on the National, State, and Local levels.
- Oversee the Self-help program in all aspects, monitoring financial, programmatic, and federal compliance. Assist with program budget development; maintain program expenditures within budgeted parameters.
- Establish and maintain good working relationships with Rural Development (RD), other funding agencies, advocacy groups, potential, and operating grantees. Work cooperatively with RD personnel at all levels to provide efficient delivery of the 523 Programs.
- Responsible for the compliance with the terms and conditions of the Regional Contract to provide technical and management assistance to the Section 523 Self-Help Housing Program, as well as other programs that FNPH solicits to support Self-Help. Provide assistance and cooperation to 523 Grantee Staff and all levels of RD personnel.
- Oversee the provision of training and management assistance to potential, new and existing 523 Grantees. Organize the development and implementation of grantee board and staff training.
- Review and analyze the feasibility of proposals based on established criteria.
- Assist Grantees with the development of a housing development plan, construction schedule, financial management and sound ethical business practices.

- Plan, coordinate, and implement monthly housing activities. Supervise the planning, development, and delivery of workshops and conferences.
- Coordinate the development and distribution of reports, newsletters, and other publications.
- Supervise and train self-help program staff and communicate policy information. Provide objective evaluation of existing operating systems, as well as staff training needs.

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 three (3) to five (5) years of progressively more responsible management-level in not-for-profit management with experience in personnel administration including hiring, disciplining, terminating employees, conducting performance reviews, and administering personnel policies and procedures.
- Experience in affordable housing programs, particularly Self-Help and Rural Housing.
- Strong organizational and management skills with the ability to implement sustainable business practices and motivate staff to deliver quality results and services on time.
- Excellent written, verbal, interpersonal communications, and presentation skills.
- 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.

Other requirements:

Valid Florida State Driver’s License.

Travel:

This position requires frequent travel up to 40% of the time, by both air and ground transportation. Must be able and willing to travel by air and/or to drive to other sites and stay overnight or multiple nights in a hotel.

Note: Travel maybe less due to the pandemic.

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 resume and cover letter through Indeed.com.

<https://www.indeed.com/job/self-help-program-director-36bbab7bcd9ffede>

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.