

Job Title: Deputy Director

Organization: HANDS of Central Florida

Location: Orlando, Florida

Position Type: Full-time

About HANDS of Central Florida: HANDS of Central Florida is a nonprofit organization committed to addressing the critical need for affordable housing in our community. Our mission is to develop affordable housing, provide comprehensive homebuyer education, and offer homeownership counseling to empower individuals and families to achieve and maintain stable housing. By fostering sustainable communities, HANDS aims to make a positive impact on the lives of those we serve.

Job Summary: HANDS of Central Florida is seeking a highly motivated and experienced professional for the position of Deputy Director. The Deputy Director will play a key role in supporting the overall mission and goals of the organization, working closely with the Executive Director and other team members to drive the strategic direction of HANDS. The ideal candidate will bring a strong background and a passion for community development.

This is a full-time exempt position working from the HANDS office in Orlando with potential weekly travel to the HANDS office in Lakeland.

Key Responsibilities:

1. Program Management:

- Collaborate with the Executive Director to ensure the effective delivery of services in alignment with HANDS' mission and strategic objectives. This will include the evaluation of programs based on their fiscal viability and ability to meet contractual obligations.
- Direct the marketing of HANDS' services on various platforms. This will include the development of the overall marketing strategy and development of messaging.

2. Agency Administrative Support with Executive Director:

- Maintenance of Agency 501(C)(3) and SAM.gov and similar registrations.
- Preparation of the Multi-family Portfolio Annual Property Replacement Reserves and Reports for annual auditing.
- Maintenance of Homes for Sales on HANDS' Web Portal and Affordable Rental Listing.

3. Strategic Planning:

- Collaborate with the Executive Director to develop and implement organizational strategies.
- Contribute to the development of long-term goals and objectives to advance HANDS' impact in affordable housing and client financial stability+.

4. Community Engagement:

- Foster partnerships and collaborations with community stakeholders and government agencies.
- Represent HANDS at community events, assist in planning and marketing HANDS' events, and engage in public relations activities to enhance the organization's visibility.

5. Team Leadership:

- Lead Client/Counselor Relations which includes front desk and telephone assistance during busy hours.
- Learning HANDS' Client Management System and Asana task management system fluently in the first 90 days and manage work with web developer on modification.
- Analyze Housing Counselor Performance and provide Monthly Production reports to the Executive Director.
- Provide leadership and guidance to staff, fostering a positive and collaborative work environment.
- Support professional development initiatives for team members.

6. Financial Management:

- Collaborate with the Executive Director on development of different program budgets and the annual Agency budget and financial planning.
- Monitor program budgets and report on project financial sustainability.
- Prepare/submit monthly billings to Grantors for counseling or construction services performed by HANDS.
- Assist Executive Director with annual preparation of external audit and any potential future bond refinancing.

7. Grant and Fundraising:

- Assist in the identification/pursuit of funding opportunities, including grant writing and fundraising activities.
- Cultivate relationships with grantors and partners to support HANDS' initiatives.

Qualifications:

- Bachelor's degree in a related field (Master's degree preferred).
- Minimum of 5 years of experience in, affordable housing, community development or a related field.
- Employment experience with a 501(C)(3) non-profit organization preferred.
- Strong understanding of housing policies, Federal and State programs, and financing mechanisms.
- Excellent written and verbal communication skills.
- Proficiency with Microsoft WORD and EXCEL required.
- Proficiency with Asana task management system preferred.
- Experience with ZoomGrants preferred.
- Experience with Neighborly Software preferred.

Salary: The expected starting salary is \$60,000 - \$90,000 per year based on experience. HANDS offers a competitive benefits package.

How to Apply: Interested candidates should submit a resume, cover letter to bwilson@ihpip.com. Please include "Deputy Director Application - [Your Name]" in the subject line. The application deadline is 8/1/2024. HANDS of Central Florida is an equal opportunity employer.