

Executive Director Opportunity: Under One Roof, Inc

Title: **Executive Director**

Client: **Under One Roof, Inc** (<https://underoneroofinc.org/about-us.cfm>)

On Offer: **Full-time position with competitive salary and benefits**

Location: **Norwalk, CT**

Position Overview:

The Board of Directors of Under One Roof (UOR) (DBA The Marvin and The Marvin Children's Center) is seeking qualified Executive Director candidates interested in leading a successful not-for-profit organization to build on its strengths and ensure long-term success. Under One Roof (UOR) is the not-for-profit developer, sponsor, and operator of The Marvin - an affordable congregate housing facility for seniors, offering supportive services and The Marvin Children's Center - a full-day, full-year accredited School Readiness Preschool Program.

Job Summary:

The Executive Director is responsible for the administration, management, and oversight of day-to-day operations of this affordable congregate housing facility for seniors, offering supportive services and The Marvin Children's Center - a full-day, full-year accredited School Readiness Preschool Program. The Director will manage staff (4) and contract personnel in the provision and operation of the organization, including the provision of congregate housing and supportive services and the school readiness preschool program. S/he will promote UOR's vision, mission and organization philosophy including the importance of the intergenerational philosophy. This position requires someone with high integrity and demonstrated knowledge all laws, rules, regulations, funding/compliance mandates, policies, and procedures to ensure compliance.

Senior Housing - Resident Services:

- Assures implementation of policies, procedures, programs, and services relating to congregate housing for the frail elderly
- Supervises and assists Resident Services Coordinator (RSC) in provision of all resident services, including the coordination of those provided by independently contracted ancillary service providers (i.e., dietary, housekeeping, security, home health care, etc.)

School Readiness Preschool Program:

- Oversees the implementation of all requirements related to the funding and operation of The Marvin Children's Center School Readiness program
- Prepares all reports and documents for Connecticut Health and Educational Facilities Authority CHEFA regarding all bond funding and compliance.
- Serves as the liaison with the management agent for the program (Bright Horizons Family Solutions) to ensure that grant funds are being properly utilized and all compliance requirements are met.
- Maintains a relationship with the City of Norwalk School Readiness Providers and School Readiness Council.

Fund Development - Public Relations – Marketing:

- Directs the development and implementation of fundraising plans along with the Board of Directors, to accomplish fundraising targets (foundation and corporate grant applications and individual appeals.).
- Develops and maintains a favorable public image; participates in professional associations, and community organizations for the promotion of UOR within the community.

Property Management:

- Ensures that all compliance requirements are met related to the Department of Housing (DOH), Low Income Housing Tax Credit (LIHTC) Extended Use Agreement, and CHFA.
- Ensures that apartments are rented on a timely basis - with residents meeting all the admission/eligibility requirements for both DOH and LIHTC - including Waiting List Management, Tenant Selection Policy, Financial Verification Information and Requirements, LIHTC compliance forms, etc. Ensures that annual lease renewals and financial recertifications are completed and compliance requirements are met.
- Prepares and submits all required forms and documentation for funding agencies (DOH & CHFA).
- Oversees the Building Superintendent.

Administrative Responsibility:

- Manages, coordinates, and directs all programs, activities, and services in accordance with state and applicable federal regulations, various funders, as well as organization policies and procedures.
- Responsible for hiring, training, coaching, developing, and motivating employees across all functional areas, while providing regular performance feedback.
- Supervises and oversees the Administrative Director in the overall management of the business and office operations, reports, Waiting List management and lease requirements; etc.
- Ensures sound fiscal management of the organization through the development, management, and adherence to the budget; completion of timely, accurate and comprehensive fiscal reports; approval of capital expenditures; ensures the collection of rents and other monies due; and ensures the submission of payments.
- Administers and oversees service contracting experience (food, housekeeping, security, etc.)

Financial Responsibility:

- Operates with resources provided, assures income and expenses are controlled using annual budget projections for about \$1.8 million dollar a year operating budget.
- Assures all financial records are maintained and reviewed, per the Company policy.
- Participates in the development of an annual budget.

Board of Directors:

- Reports to the President of the Board of Directors of Under One Roof (UOR)
- Serves as an ex-Officio member of the Board of Directors and attends and participates in all meetings of the board and committees

Qualifications and Experience:

- Minimum of bachelor's degree, preferably a master's degree in Social Work, Public Policy, Human Resources, Gerontology, Fundraising or related
- Passion and experience in working with seniors
- Minimum of 3-5 years prior experience in a leadership position (Not-for-Profit Executive Director or Administrator – **a plus**)
- Demonstrated management experience with direct supervision of a team of at least 4, including hiring, coaching, performance management and daily operations supervision.
- Experience within the healthcare industry, retirement community, long-term services, affordable housing, or community organization – **a plus**.
- Understanding of and commitment to the importance and benefits of an intergenerational philosophy in programming (Eden Alternative; Generations United; etc. - **a plus**)

- Demonstrated financial acumen, including familiarity with financial reporting CT State (DOH and CHFA - **a plus**)
- Familiarity with Low Income Housing Tax Credits (LIHTC) compliance – **a plus**
- Experienced in negotiating contracts and agreements with federal, state, and local agencies – **a plus**
- Knowledge of Medicare and Medicaid program and capitation models – **a plus**
- Ability to manage and handle daily changes and ambiguity
- Experience and comfort with Microsoft Outlook, Word, Excel, and PowerPoint.

Who We Are and What We Do?

Under One Roof (UOR) is the not-for-profit developer, sponsor, and operator of The Marvin, incorporating an intergenerational philosophy that meets community needs and builds on the strengths of both the very young and the elderly. The Marvin Congregate housing with 49 apartments, opened in 1997 and is appropriate for senior citizens who need occasional help, but do not require the breadth of services available at a nursing home. Congregate services, including one meal per day, weekly housekeeping and 24/7 staff coverage are included for residents of The Marvin to assist them in remaining independent and avoid premature and unnecessary placement in a nursing home. The Marvin also provides linkages to city, state and private providers for supportive services and staff serve a liaison in assisting residents to access services for which they are eligible. Social, recreational, and enriching activities are also provided.

Under One Roof has become a national model for successfully providing affordable housing for seniors with supportive services, a nationally accredited preschool program, and a unique intergenerational program. The Marvin was awarded the "MetLife Foundation Award for Excellence in Affordable Housing". In 2018 Under One Roof received the Norwalk Chamber of Commerce Small Business Nonprofit Award "in recognition and honor of demonstrated success, distinct entrepreneurial spirit and strong commitment to the community".

Under One Roof, Inc. is committed to providing intergenerational opportunities for our senior adult residents who are encouraged to participate in the activities of The Marvin Children's Center, as well as with other youth and school groups.

The Marvin Children's Center, a preschool program for forty 3- and 4-year-olds, opened in November 1998 in a separate wing of The Marvin. The School Readiness program is nationally accredited by NAEYC. Under One Roof, Inc has selected Bright Horizons Family Solutions to serve as the manager of The Marvin Children's Center. Both The Marvin residents and the children in the preschool gain long-lasting benefits from sharing time together - providing enriched experiences not found in traditional housing or preschool facilities. The Marvin was a winner of the 2011 Generations United Shared Site Best Practices Award.

HOW TO APPLY

Under One Roof/The Marvin has contracted Global Recruitment Specialists to assist with this recruitment effort. Please email a cover letter and updated resume/CV to:

Ms. Donna Gillotte, Recruiter

Donna Gillotte Associates, Southbury, Connecticut

Email: dgfrescoes@aol.com

Apply: <https://www.cognitofirms.com/GlobalResume1/ExecutiveDirectorUnderOneRoofTheMarvin>

**Under One Roof/The Marvin is an equal opportunity employer. Due to the volume of applications received, only shortlisted candidates will be notified.