

JOB OPENING

ADMINISTRATIVE RESOURCES ASSOCIATION (ARA) AND SOUTHERN INDIANA HOUSING AND COMMUNITY DEVELOPMENT CORPORATION (SIHCDC)

Administrative Resources association (ARa)

Administrative Resources association was born with a mission, a mission to be the ultimate resource for its member cities and towns in the realm of community and economic development. ARa is powered by a crew of up to six dedicated individuals and proudly owned by 10 Indiana Cities. They're on a mission to turn communities into vibrant, thriving hubs in central and southern Indiana.

ARa, the outgrowth of Lilly Endowment's generosity back in 1973, used Indiana's Intergovernmental Cooperation Act, to become the vehicle for these cities to join hands and co-own a municipal consulting team to serve their residents better. The grand vision was to create a united, cost-effective dream team of experts in community development, offering their assistance to all who needed it. Fifty years later, Ara is proud to have secured and managed hundreds of millions of state and federal dollars that were wisely invested to create stronger communities.

Southern Indiana Housing and Community Development Corp (SIHCDC)

Southern Indiana Housing and Community Development Corporation (SIHCDC) is a non-for profit (501c3) that functions as regional Community Development Corporation (CDC) for rural communities. It was designed assist communities in housing and redevelopment of in the Indiana Counties of Bartholomew, Decatur, Dearborn, Henry, Jackson, Jennings, Lawrence, Morgan, Ripley, Rush, and Scott. SIHCDC has developed and managed a variety of project including multi-unit apartments with funding from IHCD/HOME grant, Federal Home Loan Bank AHP program and a Low Income Tax Credit project.

JOB SUMMARY:

Executive Director - The Executive Director is the key management leader of ARa and SIHCDC. The Executive Director is responsible for overseeing the administration, programs, and strategic plan of these organizations. Other key duties include fundraising, marketing, and community outreach. The position reports directly to the Board of Directors.

SALARY RANGE:

- \$75,000-\$95,000 Annually

ESSENTIAL FUNCTIONS:

Board Governance:

- Works with board(s) in order to fulfill the organization mission.
- Manages organization's mission as defined
- Responsible for leading ARa/SIHCDC in a manner that supports and guides the Board of Directors.
- Responsible for communicating effectively with the board and providing, in a timely and accurate manner, all information necessary for the board to function properly and to make informed decisions.

Financial Performance and Viability:

- Develop resources sufficient to ensure the financial health of the organization.
- Responsible for the fiscal integrity of ARa/SIHCDC, to include submission to the board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
- Responsible for fundraising and developing other resources necessary to support ARa/SIHCDC's mission.

Organization Mission and Strategy:

- Works with board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.
- Responsible for implementation of ARa/SIHCDC's programs that carry out the organization's mission.
- Responsible for strategic planning to ensure that ARa/SIHCDC can successfully fulfill its Mission into the future.
- Responsible for the enhancement of ARa/SIHCDC's image by being active and visible in the community and by working closely with other professional, civic and private organizations.

Organization Operations.

- Oversee and implement appropriate resources to ensure that the operations of the organization are appropriate.
- Responsible for effective administration of ARa/SIHCDC's operations.
- Responsible for the hiring and retention of competent, qualified staff.
- Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization.

Direct Job Responsibilities:

- Planning and operation of annual budget.
- Establishing employment and administrative policies and procedures for all functions and for the day-to-day operation of the nonprofit.
- Serving as ARa/SIHCDC's primary spokesperson to the organization's constituents, the media and the public.
- Establish and maintain relationships with various organizations throughout the state and utilize those relationships to strategically enhance ARa/SIHCDC's Mission.
- Report to and work closely with the Board of Directors to seek their involvement in policy decisions, fundraising and to increase the overall visibility of the Foundation throughout the State.
- Supervise, collaborate with organization staff.
- Strategic planning and implementation.
- Oversee organization Board and committee meetings.
- Oversee marketing and other communications efforts.

- Review and approve contracts for services.
- Other duties as assigned by the Board of Directors.

Notes: The majority of the time is spent on organizational strategic development, supporting and overseeing staff, fiscal management and personnel as well as preparing for and reports. The time outside the office will be spent on travel to ARa communities for meetings with board and city officials as needed.

QUALIFICATIONS:

1. A bachelor's degree
2. Transparent and high integrity leadership
3. Five or more years senior nonprofit management experience
4. Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting
5. Strong organizational abilities including planning, delegating, program development and task facilitation
6. Ability to convey a vision of ARa/SIHCDC's strategic future to staff and board
7. Knowledge of fundraising strategies and donor relations unique to nonprofit sector
8. Skills to collaborate with and motivate board members and other volunteers
9. Strong written and oral communication skills
10. Ability to interface and engage diverse volunteer and donor groups
11. Strong public speaking ability

EMPLOYEE CLASSIFICATION:

Executive - Exempt

PHYSICAL REQUIREMENTS:

1. Ability to drive a automobile
2. Ability to use a computer

BENEFITS:

- Eligible to participate in the ARa paid life, health and disability insurance programs, the ARa SEP IRA Plan, and the ARa Deferred Compensation program, all according to the terms of these programs. Employee participation in ARa's ARa paid life and health insurances is only 2%.
- Furnished an agency-owned automobile for use in the conduct of ARa business. If you maintain residency in the Columbus area, the vehicle may become a take-home vehicle, as a fringe benefit.
- Employment will be subject to the provisions of the ARa Personnel Policies and Procedures and Travel and Expense Rules, copies of which are available by contacting the office manager or Executive Director. Please carefully review this information.

Interested parties may send cover letter and resume to angie@aracities.org Attn: Mayor Micheal Pavey.