

JOB DESCRIPTION

Executive Director

The Executive Director reports directly to the Board of Directors and is responsible for providing leadership in support of the mission of McGraw Housing Company, Inc. The Executive Director is responsible for the daily operations of McGraw House, including hiring, supervision and termination of employees; supporting and working in conjunction with the Board of Directors on the development of agency policies and procedures; implementing policies and procedures; complying with all applicable State and Federal codes, rules, and regulations; marketing and public relations; and financial management. This full-time position is exempt from overtime. The job description is subject to change as approved by the Board of Directors.

Responsibilities:

- 1) Implement policies as initiated and approved by the Board of Directors of McGraw Housing Company, Inc. Under the Board's direction, maintain, update and enforce all policies and regulations regarding expectations of employees, such as those contained in the Personnel and Administrative Policies. Maintain, update and enforce all policies and regulations regarding expectations of residents, such as those contained in the lease, its attachments, and the Resident Handbook.
- 2) Serve as liaison with the Ladies' Union Benevolent Society and the Resident Council.
- 3) Attend regularly scheduled meetings of the McGraw House Board of Directors and convene appropriate committee meetings, as required. Provide the Board of Directors with timely information regarding McGraw House operations, including but not limited to monthly financial reports, the Executive Director's Report, and rental, regulatory and statistical information as needed. Provide staff support for the long range and strategic planning process for the Board of Directors; implement plans accordingly. Implement relevant Board training.
- 4) Administer all aspects of McGraw House operations; responsible for compliance with all applicable codes and regulations. Ensure compliance with new/current laws and regulations; maintain systems to ensure compliance; prepare and submit all documentation as required by regulatory agencies, in a timely manner. Act as the 504 Coordinator familiar with the Americans with Disabilities Act, in addition to Fair Housing regulations and the Violence Against Women Act. Oversee all contracts including maintenance and service contracts.
- 5) Responsible for agency risk management, and the administration, ongoing monitoring, and renewal of all insurance policies.
- 6) Responsible for the financial management and daily operations of McGraw House. Oversee the annual building and dining budget process in preparation for timely submission to the Board of Directors.
- 7) Oversee the New York State Division of Homes and Community Renewal (HCR) Budget/Rent Determination application process, and any resulting rent increase, in preparation for timely submission to HCR and HUD.

8) Responsible for marketing, managing the application waiting list, leasing and lease renewal of 105 senior apartments in accordance with HUD and HCR, and other applicable regulations, and to minimize vacancies. Oversee annual tenant recertification and/or affidavit process.

9) Maintain affiliation with appropriate professional organizations and diversify community awareness of McGraw House through ongoing community involvement in relevant ways, such as with LeadingAge, the Landlords Association, the Diversity Consortium, the Executive Directors Association and the Society for Human Resource Management.

10) Conduct all aspects of human resources management: hiring, supervision, training, evaluation, and discipline of staff, and personnel file management. Oversee administration of employee benefits and payroll. Ensure the utilization, training and appreciation of volunteers.

11) Govern all aspects of the dining service, its financing and management, and carry out the terms of the McGraw House and LUBS Management Agreement. The Kitchen Manager will hire, supervise, train, evaluate, and discipline the dining staff, with oversight and assistance from the Executive Director as needed.

12) Ensure training of all staff in relevant areas such as diversity and inclusion, Fair Housing, emergency preparedness, sexual harassment, team building, pest management, issues related to aging-in-place and other areas contributing to compliance with regulations and/or the quality of life for residents.

13) Manage and maintain effective communication systems for staff and residents such as holding routine meetings with staff, monthly Town Meetings with residents, and meetings with Resident Council officials as needed. Govern signage and notices posted throughout the building and placed in resident message boxes. Supervise publication of the monthly newsletter.

14) Oversee all aspects of building maintenance, capital improvements, energy efficiency, repairs, and sanitation, plus equipment maintenance, repair and replacement, to provide an attractive, healthy, clean and secure environment that meets the needs of the resident population in accordance with applicable regulations. Ensure timely preparation of all documentation required by State and Federal agencies for building repairs and improvements. Responsible for all maintenance and service contracts.

15) Maintain positive public relations with staff, residents, their families and caregivers, volunteers and community agencies. Cultivate a homey, diverse, respectful, collaborative and inclusive environment. Respond appropriately to expressed issues or concerns, and resolve them accordingly. Oversee counseling and referrals to residents and their families/caregivers to support the aging-in-place process, and if a resident requires assistance or a higher level of care.

16) Govern all aspects of the provision of resident services, events and activities.

Minimum Qualifications

Formal education and/or significant administrative experience in housing management, gerontology, long-term care facility, health care organization or other experience closely related to both the position and working with people with disabilities and/or Senior Citizens. Significant knowledge of characteristics, needs, issues, interests and services relevant to Senior Citizens.

Knowledge and Skills

Exercise excellent organizational skills, take initiative, be proactive, work independently with minimal supervision, and competently oversee and manage multiple assignments and deadlines. Exercise patience, diplomacy, good humor, excellent verbal and written communication skills, and an ability to relate to a wide variety of people. Develop and maintain a positive, friendly, professional and respectful working relationship with residents, staff, Board, LUBS, and the

public. Exercise strong conflict resolution skills and ability to secure the cooperation of others. Maintain confidentiality, and a clean and professional appearance. Exercise flexibility in planning, delegating and carrying out work, with a strong attention to detail. Must perform accurate mathematical calculations and have competent computer skills. Ongoing training is expected, especially as regulations, requirements and demands of the job change. (9/18)