



EXECUTIVE DIRECTOR

Application Packet: Accepting Applications through May 1

APRIL 8, 2022

WYOMING HOUSING NETWORK
2345 N. 2nd St. Casper, Wyoming



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Wyoming Housing Network

The Wyoming Housing Network (WHN) provides affordable housing and housing counseling throughout the State of Wyoming. WHN achieved 501(c)(3) nonprofit organization status in January 2005 in response to the statewide need for affordable housing across Wyoming through a collaborative statewide planning process.

Mission

Strengthen Wyoming communities by providing quality resources and opportunities for people to reach their housing goals.

Vision

To be the state's affordable housing leader, promoting access to sustainable homes for every Wyoming family.

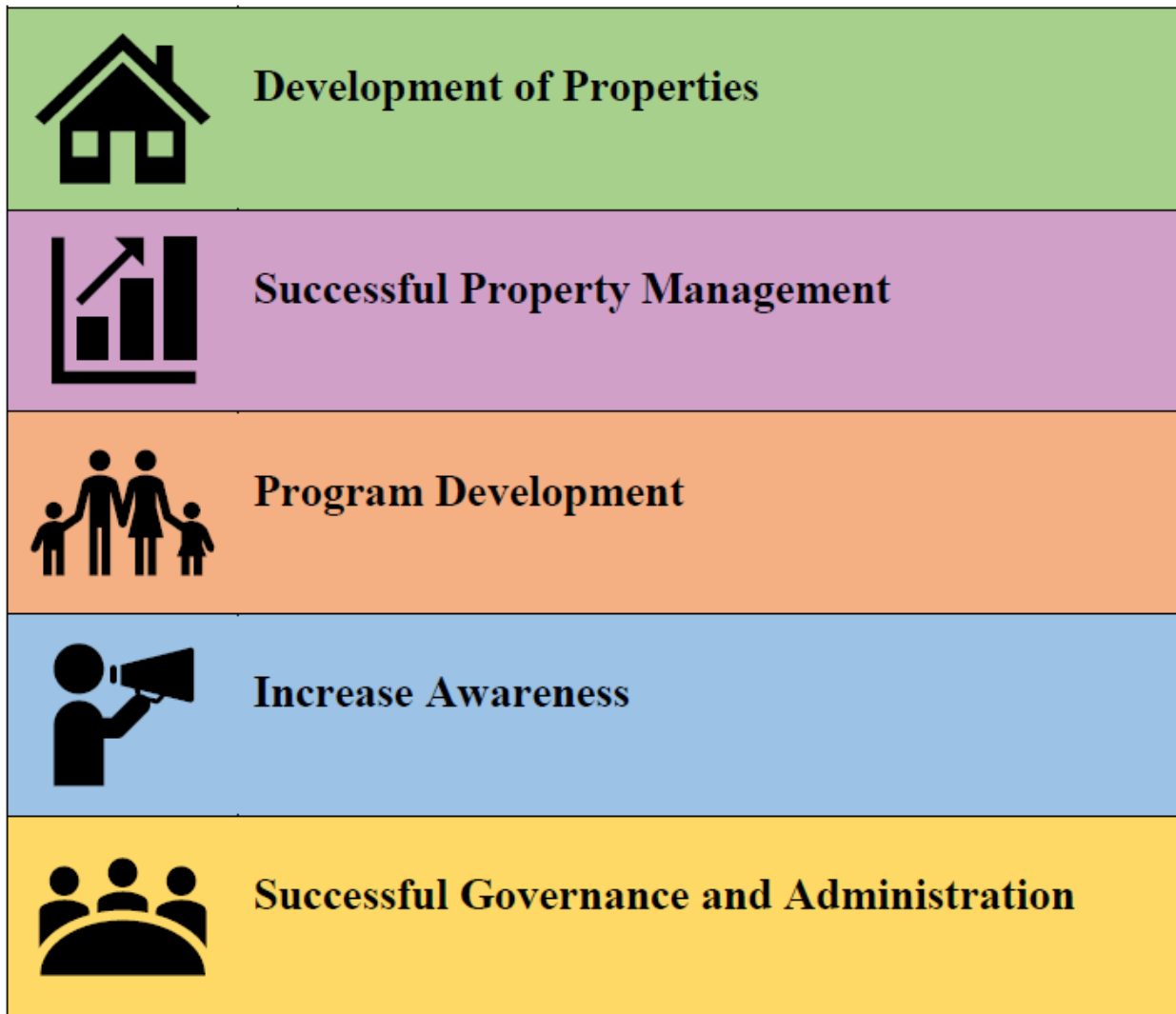
Values

- Community Awareness
- Collaboration
- Integrity
- Quality
- Respect
- Responsiveness

Background

The Wyoming Housing Network is an established, high-functioning non-profit with a knowledgeable, effective staff. We are currently in year three of our five-year strategic plan and are on track to meet our goals. The new Executive Director will likely need to develop a new strategic plan.

The image below illustrates our high-level strategic priorities.



Our partnerships area critical to our success and will need to be maintained by the new Executive Director. WHN is affiliated with NeighborWorks America and has partnerships with many other organizations. More information about the WHN, our programs, and our partners is available on our website: [Wyoming Housing Network - \(whninc.org\)](http://whninc.org). Copies of the strategic plan will be provided to applicants before their interviews.

Position Description

JOB TITLE: Executive Director

STATUS: Regular, Full-Time / Exempt

REPORTS TO: Chairperson of the Board of Directors

SUPERVISES (DIRECT): Senior Leadership Staff (3)

EFFECTIVE DATE: April 1, 2022

POSITION SUMMARY

The Executive Director serves as the leader of a Community Housing Development Organization that educates homebuyers and homeowners and collaborates with partners to create and preserve affordable housing in Wyoming. The person in this role understands and clearly articulates the essential importance of affordable housing.

The Executive Director is a de facto officer of the Wyoming Housing Network, Inc. (“WHN”) and reports to the Chairperson of the Board of Directors. This position requires a strategic and visionary leader who is dedicated and driven by the intricacies and intersections of community, resource development, and affordable housing.

The Executive Director handles all aspects of the organization including strategic direction, development and enhancement of products and services, funding, and oversight of day-to-day operations. The Executive Director provides organizational leadership and guidance to a staff of professionals to ensure the financial resources, controls, and processes necessary to maintain sustainability and growth.

This individual proactively leads conversations that build trust and leverages relationships and partnerships across local, state, and federal sectors to advance the needs and mission of the organization and the communities it serves.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Network Leadership

- Lead a competent team of professionals in the state-wide execution of WHN’s strategic plan, goals, and objectives in partnership with the Board of Directors.
- Develops the strategic plan in collaboration with the Board of Directors.
- Ensures the organization’s programmatic, operational, and financial sustainability.
- Generates results related to community development and affordable housing initiatives and programs.
- Identifies programmatic and business opportunities that support the mission, vision, and strategic plan, and result in an increase of revenues and expanded impact.
- Maintains affiliation with NeighborWorks.

- Maintains relationships with funding source organizations.

Community Outreach

- Establishes credibility throughout the organization, in the state of Wyoming, and with the Board of Directors as an effective developer of housing solutions for the State.
- Increases the visibility and public awareness of WHN's mission and the quality resources and opportunities that WHN provides to help people reach their housing goals.
- Serves as the face of the organization to community leaders, local and state governments, development partners, and the media.

Team Leadership

- Develops and implements the strategic plan, mission fulfillment, and reaching organizational goals through a culture of collaboration within the WHN.
- Drives the organization to achieve and surpass revenue generation and business development goals and objectives.
- Fosters a results-focused, accountable environment within the organization.

Management

- Oversees day-to-day operations of the WHN office in Casper, Wyoming, including maintaining a physical presence in Casper.
- Manages contracts with property managers, developers, contractors, and others.
- Maintains operational infrastructure of human resources, operations, systems, and technology, appropriate to the goals and objectives of the organization.

KNOWLEDGE, SKILLS, AND ABILITIES

- Expert level ability to work with a range of local, regional, and national stakeholders, contractors, vendors, and partners, including loan servicers, loan evaluation consultants, housing counseling agencies, property developers, and finance professionals. This position requires a strong spirit of collaboration coupled with timely execution.
- Demonstrated managerial and leadership skills including proficiency in conceptual thinking and problem-solving.
- Broad knowledge of housing finance and community development, including but not limited to real estate development, low-income tax credits, and nuances of HOME and NHTF funds, and USDA-RD housing programs.
- Ability to achieve results for the organization with and through other people and organizations, utilizing created and innovative solutions and leveraging key partnerships.
- Demonstrated experience with resource development.
- Ability to develop, articulate, and incubate new and revised strategies, policies, and program initiatives designed to improve homeownership, housing development, and work with multiple partners to address the housing needs for Wyoming.

- Skill as an effective communicator both in writing and orally, including the ability to speak in public settings to diverse industry audiences regarding various and complex housing, homebuyer education, and community development topics.
- Ability to work as a leader and administrative manager to prioritize and manage multiple responsibilities in an ever-changing, dynamic environment.
- Ability to manage an office, including a basic understanding of the technology needed to manage an office and work with stakeholders located around the State of Wyoming.
- Ability to research, ask questions, and listen effectively.

MINIMUM QUALIFICATIONS

- Bachelor's Degree in management, finance, urban and regional planning, or related field or commensurate experience.
- Demonstrated effective leadership experience
- Regulatory compliance experience
- Knowledgeable about key issues in community development and affordable housing.
- Understanding of ROI and profit margin
- Valid driver's license

PREFERRED QUALIFICATIONS

- Real estate knowledge and background
- Experience as a non-profit board member or as an executive director working with a board

PHYSICAL REQUIREMENTS

This position operates in a professional office environment with consistent interaction with the public. This role routinely uses office equipment such as a computer, printer, scanner, phones, filing cabinets, and photocopiers. In the course of this job, the Executive Director is occasionally exposed to other factors, including extreme weather conditions and noise levels outside of the office environment. Specific physical requirements include:

- Sit and talk in an office setting, often for long periods
- Operate computers, keyboards, and other peripheral equipment as well as telephone equipment and headsets.
- Operate a motor vehicle, often for long distances
- Stand, bend, or stoop for certain activities
- May require lifting up to 20 pounds

LOCATION, WORK HOURS, AND TRAVEL

- This position is located in the Casper, Wyoming office with on-site responsibility and domestic travel, typically by car, up to 20%. Travel requirements are less extensive after

initial relationship-building but will still exist for property inspections and relationship maintenance.

- Workdays are typically Monday through Friday 8-5 with occasional evening and weekend work. Typically expected to be responsive within one business day, but occasionally more quickly.

The Job Description is intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. The Board reserves the right to modify, add, or remove duties and to assign other duties, as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Compensation

The annual salary for this position starts at \$120,000. Consideration of higher salary may be reflected in the competitiveness of the candidates and experience. Salary enhancement with annual performance evaluations and opportunities for incentive pay/bonuses available based on financial results of the organization. Benefits:

- Major medical, dental, and vision insurance
- 401(k) with competitive employer match
- Six weeks/year of PTO plus paid holidays
- Business travel expenses reimbursed by WHN

Applications

Timeline

This role is critical to our mission and our Wyoming communities, so we plan to have the new Executive Director in place by August 1, 2022.

- The Board of the Wyoming Housing Network will accept applications through May 1.
- Screening Interviews with The Align Team are scheduled for the weeks of May 9 and 16, 2022.
- Interviews with the WHN Board are scheduled for May and June of 2022.
- Notifications are scheduled for June.

Process

To apply, submit a resume with a cover letter to The Align Team via the following survey link:

[Link to Wyoming Housing Network Executive Director Application](#)

In addition to a resume and cover letter, the survey asks for

- Your name, address, phone number, and email
- Questions about minimum qualifications
- Space for the names, email, and phone numbers of three references not related to you, your relationship with those references, and whether we may contact them.

If you have difficulties with the survey form, please contact The Align Team at

WHNDirectorSearch@TheAlignTeam.org.