



## INDOCHINESE HOUSING DEVELOPMENT CORPORATION

“A Place To Live And Grow Together”

### JOB DESCRIPTION

**POSITION:** Executive Director

**SALARY:** \$75,000 – 92,000

**HOURS:** Full-time, Exempt

**SUPERVISORY  
RESPONSIBILITIES:** All Staff

#### AGENCY DESCRIPTION

The Indochinese Housing Development Corporation (IHDC) is a non-profit community-based organization that provides housing and services for its residents and the greater Tenderloin Community.

#### SUMMARY OF POSITION:

Under the direction of the Board of Directors, the Executive Director is responsible for the overall operation of the Indochinese Housing Development Corporation. This includes developing within the organization a supportive environment for all residents and staff, developing and providing ways of involvement and participation for the organization's residents, assuring the organization's sound fiscal management, maintaining an appropriate occupancy level for the properties, maintaining clean, well-maintained buildings and grounds, monitoring and developing appropriate programs for the residents of the organization, managing the staff and their duties, interacting with and supervising vendors, developing and implementing policies and procedures with approval of the Board of Directors, ensuring the organization's insurance needs are met, and working with the IHDC Board of Directors and/or its designates. Building development activities, grant writing and fundraising are also important areas of responsibility for the Executive Director.

The Executive Director must relate well to people and must exercise good judgment and discretion in dealings with residents, visitors, vendors, and staff. The Executive Director is required to provide leadership in the development of the community, directing the staff, and working with the Board of Directors. The Executive Director is expected to facilitate a staff that functions as a team and is cooperative with each other, the residents, the Board, and visitors to the complex.

Mailing Address:  
340 Eddy Street #100  
San Francisco, CA 94102  
Agency Phone: (415) 441-2872

[www.IHDCSF.org](http://www.IHDCSF.org)

Fax: (415) 441-2871

Office/Program Address:  
375 Eddy Street  
San Francisco, CA 94102  
Program Phone: (415) 441-  
2873

## **Primary Responsibilities**

### **1) Property Management/Maintenance Administration**

- a) Supervise the Property Manager
- b) Ensure that the property meets established housing quality standards.
- c) Design, evaluate and monitor property maintenance procedures and systems.
- d) Evaluate on an ongoing basis the replacement reserve budget.
- e) Update and implement the capital replacement plan.
- f) Monitor the performance level of current contractors.
- g) Monitor the administration of rent-ups.
- h) Design a rent-up system including administration of the waiting list.
- i) Monitor rehab and subsequent rental of vacant units.

### **2) Financial Administration**

- a) Work with financial staff to monitor the current operating budget and to assemble a new operating year budget.
- b) Monitor the collection of receivables and payables.
- c) Work with financial staff to allocate deposits of assets to ensure a reasonable return on these deposits.
- d) Monitor compliance with procedures designed to protect assets.
- e) Monitor required compliance with local, state, and federal regulatory agencies related to the organization's operations.
- f) Monitor insurance coverage to ensure the lowest premiums for prudent levels of protection.
- g) Ensure the annual audit is completed in a timely manner.
- h) Ensure financial reports are completed in a timely manner.
- i) Ensure annual regulatory compliance reports are completed in an accurate and timely manner.

### **3) Tenant Community Building and Social Program Development and Administration**

- a) Work with the Program Director to develop and monitor program activities for the residents as well as for the community.
- b) Design, establish and implement a plan to build a sense of place and community in the tenant community.
- c) Identify needs in the tenant community that can be addressed by organizing the community to handle the situation.
- d) Assist fundraising efforts to support social service activities.
- e) Establish activity standards to evaluate the appropriateness and effectiveness of programs.
- f) Work with Program Director to develop and monitor the annual budget.

### **4) Housing Development**

- a) Implement a plan to ensure building code compliance for seismic retrofit for the IHDC buildings with a focus on securing financial resources.
- b) Establish working relationships with development entities to acquire and develop low-income family housing with an emphasis on resource development.

**5) Organization Administration and Coordination**

- a) Coordinate activities of the organization's departments to ensure effectiveness, cooperation, and cohesiveness.
- b) Formulate procedures and policies covering the organization's operations.
- c) Work with the Board to develop, maintain and update policy and procedures.
- d) Hire, fire, train, supervise, and evaluate personnel.
- e) Establish procedures, standards, and policies for staff evaluation.
- f) Monitor and update personnel policies and procedures.

**6) Other Duties as Assigned.****Other Job Areas****1) Government relations/Compliance**

- a) Ensure that IHDC adheres to requirements and conditions related to government loans.
- b) Maintain government relations so as to establish and maintain access to government support for housing acquisition and development.

**2) Corporate Board Relations**

- a) Prepare packages and implement the distribution monthly.
- b) Board meeting material.
- c) Attending Board meetings.
- d) Attend Board Committee meetings to facilitate Board business.
- e) Maintain Board Directors' and Officers' liability policy.

**3) Tenant Relations**

- a) Establish policies and procedures to ensure tenant service satisfaction.
- b) Handle tenant complaints
- c) Encourage tenant input participation in the management of their building.

**4) Community Relations**

- a) Represent the organization in a community context in the areas that affect the interests of IHDC such as housing development, community planning, social problems, land use, use of public facilities, family welfare, community security, and social services.

**Qualifications****1) Job Experience**

- a) Organizational administration and planning
- b) Work with government entities
- c) Familiarity with government programs (particularly housing)
- d) Supervision of personnel
- e) Housing development
- f) Grant proposal writing
- g) Budget formulation and supervision
- h) Computer skills – spreadsheet and word-processing

**2) Background Desired**

- a) Familiarity with Asian cultures preferred.
- b) Experience in dealing with minority populations.
- c) Facility with handling budgets and numbers
- d) Involvement with community issues
- e) Familiarity with San Francisco communities and neighborhoods
- f) Preferred – community-building experience involving group dynamics and interpersonal relationships.

**3) Personal Qualities**

- a) Creativity – the ability to develop new approaches to existing situations.
- b) Communication skills – verbal and written.
- c) Energy and leadership
- d) Facilitation and coordination skills
- e) Interpersonal skills

**4) Education/Background**

- a) College courses with an emphasis on one of the following areas: Social science, business administration, public administration/planning, social work, urban studies, ethnic studies, or equivalent job experience that relates to the job qualifications.

**Equipment Used**

Typewriter, computer, 10-key adding machine, telephone, fax machine, copy machine, brooms, mops, vacuum, janitorial supplies/cleaners, maintenance tools/equipment.

**Work Environment**

- 1) Work is performed inside approximately 85 percent of the time. Inspections, tours, deliveries, etc., may be performed, in part, outside.
- 2) May be exposed to loud noises during emergencies.
- 3) Expected to handle irritated, belligerent, or upset residents or visitors with calmness, diplomacy, and good social skills.
- 4) May occasionally be exposed to blood or other bodily fluids/excretions.
- 5) May be exposed to hazardous materials such as paints, cleaners, or other janitorial/maintenance materials.

**Physical/Sensory/Cognitive Requirements**

***Physical:***

Approximately forty percent of the job is done sitting; 30 percent standing; 30 percent walking. Frequently walks, stoops, bends, squats (to retrieve files or pick up debris), climbs stairs, walks on uneven ground, lifts items less than 15 pounds, and reaches at, below, or above shoulder level. Also, frequently must have face-to-face interaction with residents/staff/visitors and must speak clearly, and must articulate with extreme accuracy to give directions, talk on the phone, etc.

Occasionally may lift items 16-50 pounds, push items 20 pounds, climb ladders, kneel, twist, or grasp/pull/carry/push equipment such as janitorial carts, vacuums, brooms, or mops. Must occasionally withstand heights up to five stories. The Executive Director must be able to independently get to all areas of the complex (including the roof).

***Vision:***

Must pass the California driver's license vision test. Must be able to proofread, and read directions, contracts, forms, and hand-written information.

***Hearing:***

Must be able to receive verbal information/instructions over the phone and in person. Must be able to distinguish the sounds made by emergency equipment from other environmental sounds.

***Smell:***

Must be sufficient to detect foreign/unpleasant odors while walking through buildings.

***Concentration:***

Must be able to concentrate despite constant interruption.

***Attention span:***

Must be able to attend to tasks for more than 60 minutes at a time.

***Conceptualization:***

Must be able to remember verbal/written information for unlimited periods of time.

**Statement from Executive Director:**

1. I have read and understood this job description.
2. I understand that it is not all-inclusive.
3. I agree to perform the duties as outlined above.

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board of Directors

\_\_\_\_\_  
Date

**HOW TO APPLY:**

Please send a cover letter and resume to [board@ihdcfsf.org](mailto:board@ihdcfsf.org)

For more information, please visit our website at [www.IHDCSF.org](http://www.IHDCSF.org)