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Program Manager

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The Island Housing Trust (Trust) is a non-profit community development corporation and community land trust whose mission is to create and sustain affordable housing solutions for low and moderate-income families and individuals on the Island of Martha's Vineyard. Founded in 2005, the Trust ground leases land and rents apartments to 60 working island families and individuals. The Trust's nationally recognized ground lease model helps ensure homeowners' success and their home's permanent affordability through ongoing support and stewardship services. For more information, go to: www.ihmv.org

Position Description:

The Program Manager is a part-time position. Compensation is commensurate with experience. The position works in collaboration with the executive director, development and communications director, and the board of directors, and is supervised and evaluated by the executive director. On-going educational and professional development opportunities will be provided.

Specific Responsibilities:

Stewardship - develop, manage, and implement an effective on-going stewardship program to preserve the affordability of homes, support and provide assistance to homeowners and homeowner associations, and ensure that the physical quality of homes are preserved, including:

- Organize community education and outreach regarding community land trust program
- Coordinate marketing, homebuyer education, application, selection, and sale of homes
- Monitor ground lease agreements and fees (taxes, insurance, rentals, etc.)
- Maintain communication and provide assistance to homeowners/ lessees, renters, and homeowner associations (refinancing, home sales, maintenance & repair, etc.)
- Manage computerized Salesforce database system for recordkeeping and reporting
- Monitor and report on rental property physical condition and financial performance
- Prepare, negotiate, and renew rental property management contracts

Administration - provide bookkeeping and office support services for the organization, including:

- Process weekly accounts payables and invoices for monthly account receivables
- Balance the organization's bank statements
- Prepare monthly financial statements for board meetings
- Prepare and organize information for the organization's annual audit(s)
- Provide office and organizational support as needed, including board meeting minutes

Qualifications:

A strong candidate will have experience and demonstrated success with:

- Productive and positive inter-personal relationship capabilities and problem-solving skills
- Providing guidance to individuals that is compassionate and sets clear limits
- Non-profit office management, including development and monitoring of office systems, oversight of office policies and procedures
- Ability to develop collaborative solutions in a positive and efficient manner
- Using electronic technologies, including accounting and Salesforce database systems, and
- Computer software capability: MS Office Suite (Intermediate or higher level proficiency with Excel), QuickBooks, Database.

In addition, a strong candidate will:

- Be honest, dependable and have a history of discernment and sound decision-making
- Have effective and clear written and verbal communication skills, including a demonstrated ability to listen well, problem solve and negotiate effectively
- Have a proven ability to maintain confidentiality
- Have a good sense of humor and like working with individuals and groups
- Think creatively and use time effectively
- Pay careful attention to detail
- Be able to juggle many things at once
- Have an affinity for and understanding of working on Martha's Vineyard
- Be committed to the mission of providing permanently affordable housing, and
- Have a college degree or commensurate experience in social work, non-profit management or pertinent fields.

To Apply:

Send email cover letter and resume to Philippe Jordi, Executive Director, at pjordi@ihtmv.org. Applications will be reviewed as received. Position open until filled. Island Housing Trust is an equal opportunity employer.