

Mercy Terrace Apartments
Position Description
Executive Director

Principal Duties and Responsibilities

The Executive Director is responsible for all matters that affect the continued operations of Mercy Terrace Apartments, both of its residents and facilities, with an understanding and appreciation of the Mission of the Sisters of Mercy.

Roles and Responsibilities:

MISSION

- Report to the Board of Trustees, attending to its mission and fiscal responsibilities and carrying out duties required by the By-Laws of the Corporation, the Institute Office of Ministry, as delegated by the Institute Leadership Team, and the Board of Trustees itself.
- Collaborate with the Board of Trustees and its committees in organizing meetings and materials and maintaining records.
- Be responsive to the well-being and comfort of the resident population as a whole, as well as of the individual residents.
- Maintain outreach with former tenants as appropriate.
- Maintain coordination with Sisters of Mercy and local Mercy ministries.

OVERSIGHT OF FINANCES

- Manage the monthly, annual, and other budgets.
- Approve invoices for payment, payroll, and purchases, and sign all checks.
- Assist in preparing the yearly budget and monitor financial obligations.
- Procure, review, and approve bids or proposals on all repairs or projects.
- Assist in the Annual Review and provide supporting documentation as needed.

PROCEDURES/REGULATIONS

- Answer letters of inquiry from prospective tenants, interview new tenants, provide tours of building and apartments to prospective tenants.
- Conduct pre-occupancy interview: review and sign lease, present *Tenant Handbook* and explain the criteria for independent living, review rent payments, parking services in area, security and answer any questions.
- Oversee all personnel and maintain job descriptions.
- Supervise work operations of staff and their projects.
- Identify maintenance needs and upgrades of facility and contact qualified professional services as needed.
- Conduct apartment inspections.
- Enforce rules and regulations related to the level of health care and safety of residents.

- Assist in the resolution of tenant issues and questions.
- Set up regulations and maintain *Tenant Handbook*.
- Set up programming where appropriate.
- Maintain compliance with local, state, and federal regulations.
- Arrange for coverage in the building.

Education:

- College degree with at least 5 years of experience in a related field
- General computer skills such as Microsoft products and QuickBooks

Personal Qualifications, Knowledge and Skills Required:

- Self-initiating
- Self-confident
- Tolerance for ambiguity
- Relational skills

Americans with Disabilities Act (ADA) Requirements:

- **Physical:** Able to push, pull, lift, or carry objects less than twenty pounds. Perform moderately difficulty motor skills such as operating computer keyboard. Frequently walk, stand, and sit for prolonged periods of time.
- **Sensory:** Able to read fine print in written documents and use visual discrimination in reading documents, including color discrimination. Distinguish normal sounds with some background noise, as in answering telephones, pages, etc. Able to speak clearly and make self understood while also understanding others using the English language.
- **Reasoning/Cognitive Ability:** Frequent need to understand and communicate concepts behind specific ideas and the theories behind several related concepts. Must be able to frequently remember multiple tasks/assignments given to self and others over long periods of time with frequent interruptions. Must be able to continue work started by another individual.
- **Environmental Conditions:** Functions in a general office environment under normal conditions. Frequently exposed to normal range of temperatures. Minimal exposure to hazardous chemicals.
- **Equipment:** ability to operate personal computers and standard office equipment.
- **Mathematical Skills:** Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume. Ability to apply concepts of basic math.
- **Language Skills:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and financial reports. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Salary Description:

- \$60,000-\$65,000 annual pay, plus benefits

Candidates must submit a cover letter and resume to mercycerraced@yahoo.com