

## EXECUTIVE DIRECTOR IDEAL CANDIDATE PROFILE

The Housing Partnership of New Jersey, the greatest resource for home buyer education and programs in New Jersey since 1992, is recruiting a dynamic, entrepreneurial professional to become its next Executive Director.

### THE HOUSING PARTNERSHIP

[The Housing Partnership](#), a nonprofit organization, has changed lives and communities through education, counseling services and special financial programs. The organization serves working households of all income levels. Since it was founded in 1992 the Housing Partnership has become recognized by state, county and local officials, agencies, and lending institutions as an invaluable resource for information, guidance, and technical expertise in affordable housing and homeownership.

***Mission Statement:** Strengthening communities by creating lasting and responsible homeownership through education and financial coaching*

***Vision Statement:** Financially secure homeowners residing in stable communities*

Workshops and one-on-one counseling, offered in both English and Spanish, have been the first step for over 1,000 families in their homeownership journeys. These home buyers have gone on to invest over \$99 million in the local economy.

The Housing Partnership's successes grow from a strong coalition of community and non-profit leaders, bankers, municipal officials, builders, Realtors, and legal professionals. These individuals and organizations are dedicated to assisting prospective home buyers achieve their homeownership dreams. Its work has been recognized with awards and honors including:

- Governor's Housing Award for Excellence – NJ's Community Organization of the Year
- Community Organization of the Year by the Dover Spanish American Credit Union
- Community Advocate of the Year Award – Morris County Hispanic Chamber of Commerce

# HOUSING PARTNERSHIP

NeighborWorks®  
HomeOwnership Center

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

## A NEIGHBORWORKS CENTER FOR NEW JERSEY

The Housing Partnership is a chartered member of NeighborWorks America – a national network of more than 200 community organizations working to improve people’s lives and strengthen communities. NeighborWorks America is one of the country’s preeminent leaders in affordable housing and community development.

Affiliation with NeighborWorks helps the Housing Partnership to provide an array of home buying counseling and educational services that would otherwise be inaccessible to individuals, minorities, and families of modest means in the Northern New Jersey area. As a NeighborWorks Homeownership Center, the organization adheres to a set of proven standards for delivering comprehensive, high-quality homeownership services in a community-based setting.

## PROGRAMS AND SERVICES

A HUD-approved Homebuyer Education Course is an 8-hour program that prospective home buyers take before they buy a home. Participants learn everything they need to know in a comprehensive curriculum that offers expert advice on every aspect of home buying. The Affordable Homes program allows eligible candidates to apply for the opportunity to purchase deed-restricted homes – typically 600 to 1,200 square foot condos or townhomes.

The Housing Partnership offers free, confidential counseling to residents in Bergen, Essex, Hudson, Morris, Passaic, Sussex, Union, and Warren Counties. The Housing Partnership is a HUD-certified counseling agency that understands the process and can serve as home buyers’ liaison/advocate with their mortgage company.

## COMMUNITY DEVELOPMENT FINANCIAL INSTITUTION (EMERGING)

The Housing Partnership of New Jersey Community Development Financial Institution (CDFI) Loan Program will provide financial assistance to underserved communities to promote homeownership, support critical home repairs, and enhance long-term financial stability.

## THE ROLE OF THE EXECUTIVE DIRECTOR

Reporting to the Board of Directors, the Executive Director provides direction and leadership for the organization’s mission and vision, represents and speaks for the organization and its work, and works with the leadership team to advance the organization’s strategic vision and business model. The Executive Director is responsible for effective and sustainable programs, management of personnel, sound fiscal management, and furthering the organization’s

strategic goals under the direction of the Board of Directors.

## **Responsibilities to the Board**

- The Executive Director is responsible to and reports directly to the Board of Trustees.
- Keep the Board informed of all operations/conditions of the organization through regular reporting and communication.
- Direct the development and operation of the Housing Partnership, formulating and administering all major policies approved by the Board of Trustees.

## **Public Relations**

- Serve as the chief spokesperson for the organization with municipal, county and state representatives, non-profit organizations and other agencies.
- Represent the organization in the Community; promote the Partnership's programs goals and objectives to municipalities, banks and other organizations.

## **Education**

- Work with the Homeownership Center staff and Board to develop programs sponsorship, and materials for first-time homebuyer's seminars and related programs.
- Conduct first-time homebuyer seminars and financial fitness meetings as needed.
- Oversee the Foreclosure Intervention Center and counselor, funding, and training programs.

## **Affordable Housing Administration**

- Acts as the Administrative Agent to those municipalities contracted with the Housing Partnership to administer the sales and re-sales of their affordable units.
- Oversee and assist with the administration of income-restricted units for its municipal contracts and members.

## **Administration**

- Administer employment activities, including hiring, supervision, training and development, appraisal, and termination, including administrative oversight of the Homeownership Center.
- Foster the creation of Partnerships, including non-profit organizations, municipalities, banks, clergy groups, and for-profit entities.
- Responsible for maintaining the Partnership's:
  - HUD (Housing and Urban Development) certification and maintain a strong funding and reporting structure with HUD. Assures compliance with HUD standards.
  - NeighborWorks certification and exemplary rating and oversee the on-site review every three years.

- Responsible for oversight of all quarterly reports to HUD, NeighborWorks, Grant in Aid, and the Housing Stability Counseling Program (HSCP).

## IDEAL CANDIDATE QUALIFICATIONS AND COMPETENCIES

The Housing Partnership of New Jersey seeks a dynamic, entrepreneurial leader who is passionate about expanding housing opportunities and strengthening communities. The ideal Executive Director will combine strong mission commitment with proven leadership, business acumen, and the ability to build partnerships and grow organizational impact.

### Leadership and Strategic Vision

The Executive Director will be a high-energy leader capable of guiding the organization through its next stage of growth. The ideal candidate will demonstrate the ability to translate vision into action while maintaining strong operational oversight. Key attributes include:

- Proven ability to lead and grow a mission-driven organization
- Strategic thinker with the ability to identify opportunities and guide long-term organizational development
- Entrepreneurial mindset with a willingness to pursue new initiatives, partnerships, and revenue opportunities
- Ability to balance strategic leadership with hands-on management in a small but impactful organization

### External Leadership and Relationship Building

The Executive Director serves as the public face of the organization and must be comfortable building relationships across sectors. The ideal candidate will:

- Build and maintain strong relationships with financial institutions, municipal leaders, housing organizations, and community stakeholders
- Represent the organization effectively with government agencies, nonprofit partners, funders, and the media
- Serve as a credible and compelling advocate for homeownership and housing stability in the region

### Fundraising and Revenue Development

The Executive Director will play a key role in ensuring the long-term financial sustainability of the organization. The ideal candidate will have experience:

- Securing funding from foundations, financial institutions, government programs, and other institutional partners
- Developing and expanding earned revenue opportunities
- Cultivating philanthropic support and strengthening relationships with funders and donors

## Organizational and Business Leadership

The Executive Director must lead the organization with strong management and financial discipline. Key capabilities include:

- Managing complex organizational finances and funding streams, including government grants and restricted funding
- Ensuring compliance with HUD, NeighborWorks America, and other regulatory and reporting requirements
- Building and managing an effective team while fostering a positive, collaborative workplace culture
- Implementing systems and practices that strengthen organizational sustainability and effectiveness

## Board Leadership and Governance

The Executive Director works closely with the Board of Directors to advance the organization's mission and strategic priorities. The ideal candidate will:

- Demonstrate experience working effectively with nonprofit boards
- Provide strong communication and transparency with board leadership
- Engage board members in governance, strategy, and organizational development

## Professional Qualifications

- Minimum of five years of senior leadership or executive management experience
- Experience in housing, community development, nonprofit leadership, finance, or related fields
- Knowledge of affordable housing programs, homeownership initiatives, or community development finance is strongly preferred
- Demonstrated experience managing staff and building effective teams
- Bachelor's degree required; advanced degree preferred
- Bilingual English/Spanish is desirable but not required

## CONTACT INFORMATION FOR INTERESTED CANDIDATES AND NOMINATIONS

If you would like to express your interest in this position, please send a cover letter and resume to [EDSearch@hpnj.us](mailto:EDSearch@hpnj.us). If you would like to discuss the opportunity further or would like to recommend a candidate, please contact Debra Zimmerly, Chair Board of Trustees email: [dzimmerly@hpnj.us](mailto:dzimmerly@hpnj.us)