



Job Announcement: President / Executive Director

Hancock Resource Center (HRC) is seeking a **President/Executive Director** to lead the organization's programs, operations, and strategic vision, and manage day-to-day operations. This full-time, exempt position reports directly to the Board of Directors and oversees all organizational functions, staff, and community partnerships. The salary starts at \$100,000 annually and includes 100% employer paid health insurance, short-term and long-term disability, life insurance, retirement, and three weeks of paid vacation per year.

About the Organization

HRC works to strengthen communities through affordable housing initiatives, community development, HUD Housing Counseling, and strategic programs that support households across diverse backgrounds. The President/Executive Director plays a central role in shaping the organization's future and ensuring high-quality, mission-aligned services.

Key Responsibilities

Strategic & Program Leadership

- Develop and oversee programs aligned with the HRC strategic plan.
- Guide long-range and short-term planning with the Board and staff.
- Maintain working knowledge of trends in housing, community development, and nonprofit management.
- For each program, set measurable performance goals and evaluate progress toward objectives.
- Update and ensure policies and procedures are consistent with regulatory requirements.

Operations & Financial Oversight

- Maintain official records, documents, and regulatory compliance.
- Develop, implement, and monitor the annual operating budget, ensuring alignment with organizational goals, mission, and strategic priorities.
- Actively manage and project cash flow to ensure liquidity, covering operational costs and managing the timing of restricted grant disbursements.
- Ensures monthly financial reports are provided to the Finance Committee and Board of Directors, ensuring high transparency and compliance.
- Analyze budget-to-actual variances and adjust forecasting to maintain a healthy financial position and avoiding deficits.
- Develop, implement, and monitor all grants and contracts to ensure alignment with grant guidelines and regulations.
- Execute official correspondence and legal documents on behalf of the organization.
- Work directly in and implement programs as required by the program's design.



Fundraising & Development

- Lead fundraising campaigns and secures contributions from businesses, individuals, financial institutions, government, and corporate partners.
- Write grants and proposals for funding opportunities consistent with organizational goals.

Community Relations

- Serve as spokesperson for HRC and promote its mission publicly.
- Build and maintain community partnerships.
- Represent HRC with professionalism, awareness of community dynamics, and responsiveness to media and public inquiries.

Personnel Leadership

- Hire, supervise, evaluate, and support staff across the organization.
- Set high performance and conduct expectations, foster teamwork, and encourage professional development.
- Ensure job descriptions and documented evaluations are consistently maintained.
- Cultivate a collaborative and productive work environment rooted in trust and accountability.

Qualifications

Education & Experience

- Bachelor's degree required; graduate degree preferred.
- At least 3 years of executive level leadership experience.
- Nonprofit management experience required, with Executive Director-level experience strongly preferred.
- Experience in affordable housing, community development, grant administration, and grant writing desired.

Skills & Competencies

- Demonstrated leadership and team management abilities.
- Strong communication skills across diverse populations.
- Ability to plan, direct, and evaluate complex fiscal and programmatic operations.
- Community leadership experience and commitment to collaborative work.
- Ability to work in a fast-paced environment and adapt to evolving organizational needs.

Physical Requirements

Ability to sit and work at a computer for extended periods., Must have a personal vehicle, Ability to lift/move up to 25 lbs occasionally, with reasonable accommodation.

How to Apply

Interested applicants should submit a **resume**, **cover letter**, and **three professional references** to hrcboard@hancockhrc.org. Applications will be reviewed on a rolling basis until the position is filled.