

## **JOB DESCRIPTION-EXECUTIVE DIRECTOR (Full Time Salaried)**

Rock Lake Manor in Lake Mills, WI seeks a highly qualified leader to plan, manage, and direct all operations and activities of the organization. Rock Lake Manor administers 63 rental apartments for low-income seniors and persons with disabilities, subsidized by HUD.

### **Required Qualifications:**

Proven ability to work and communicate effectively with diverse populations and constituencies

Excellent verbal, written, analytical, and computer skills

Highly organized, responsible and ethical

Fiscal management, basic accounting, & budgeting experience

### **Preferred Qualifications:**

Four-year degree or equivalent education, along with senior or executive level management experience, preferably in housing or a relevant field

Experience working with low-income elderly and persons with disabilities

Experience with landlord/tenant issues and property management

Supervisory experience

### **Responsibilities include:**

Tenant relations and leasing

Fostering positive working relationships with tenants, staff, board, city and HUD officials, contractors, and the public

Property/asset management

Basic accounting and fiscal management; budgeting

Staff supervision (one other position)

Working with a board of directors

Administration of HUD policies & regulations

Risk management

HR functions/payroll

Promoting a sense of community among residents

Being on call for rare emergencies, along with Maintenance Manager

General knowledge of maintenance and building components

Planning ongoing building improvements

Managing federal contracts and grants

**Salary Range: \$55,000 to \$75,000 plus health/dental insurance, 2 weeks' vacation, and retirement benefits.**

Preference (but not requirement) for candidate to live within an approximate 30-minute drive of Rock Lake Manor.

Application will remain open until position is filled. Submit cover letter, resume, references, and salary history to: Rock Lake Manor Office, 228 Water Street, Lake Mills, WI 53551 or email to [LMHA@RLMANOR.NET](mailto:LMHA@RLMANOR.NET) .