



PreservingUS

Executive Director
PreservingUS, Inc. (PUI)
Merriam, Kansas (Greater K.C. area)

Organizational Background

PreservingUS, Inc. (PUI) is a nonprofit organization that provides affordable housing and supportive services to underserved and low-income individuals, seniors, and families throughout the Midwest. The organization achieves its mission by converting historical buildings and structures into affordable housing units and communities. PUI provides the following services:

- Preservation of historic structures
- Development and operation of affordable housing
- Support and services for residents of affordable housing

With annual revenue of over \$3M and total net assets of over \$10M, PUI is in a strong financial position and provides a terrific opportunity for growth. To learn more about the organization and the services it provides, please visit www.preservingus.org. The PUI Executive Director is an in person position located in Merriam, Kansas.

Position Summary

PUI was established as a nonprofit organization in 2009 and was served by one Executive Director for over ten years. After building a strong asset base and establishing services at several properties, the former Executive Director left the organization to relocate out of state.

PUI's Board of Directors has engaged the Moran Company to help find a new Executive Director with a growth mindset who can build on and expand the organization's impressive portfolio of projects. Reporting to the Board of Directors, the Executive Director will manage and direct the day to day activities of the organization.

PUI's Executive Director is the only current staff member of the nonprofit, but the Board of Directors anticipates the opportunity to grow a team, create a new multi-year strategic plan, and increase the impact of PUI on the communities it serves. The Executive Director will be responsible for general nonprofit management, capital formation / fundraising, coordination of resident services, and asset management.

The Executive Director position with PUI is an excellent opportunity for an entrepreneurial nonprofit leader committed to providing families with access to affordable housing.

Key Responsibilities

Nonprofit Management: *Oversee the growth and operations of PUI to ensure that the organization is a well-run nonprofit organization.*

- Oversee the day to day operations of PUI
- Lead the Board of Directors through a strategic planning process
- Work with board leadership to set meeting agendas and provide counsel and leadership in board meetings and interactions with board members
- Hire and manage personnel associated with various grant funded programs that PUI administers
- Serve as the agency representative for official contracts and documents, under the direction of the board
- Attend relevant conferences on behalf of PUI
- Implement effective branding, messaging, external communications, and press and media releases

Capital Formation: *Create and enhance the revenue streams that allow PUI to continue to grow into the future.*

- Search for funding opportunities and write grant proposals that enhance and further the mission
- Interface with developers to provide resident services to affordable housing as a general partner or resident services provider
- Identify and execute new fundraising or capital raising campaigns

Resident Services Coordination: *Oversee and provide quality and targeted services to fulfill PUI's mission.*

- Oversee TheResidentStore.com, a website resource tool designed to assist residents in requesting various supportive services and resources within their communities
- Oversee and deliver resident services programs in various communities where PUI has contractual obligations to provide those resources
- Cultivate new third party relationships where needed to enhance or deliver resident services
- Partner with organizations where applicable to assist residents of the communities PUI serves
- Make annual visits to the sites that are in the PUI portfolio

Financial Management: *Oversee and guide the existing portfolio of communities in the PUI portfolio.*

- Serve as primary contact and owner representative for properties where PUI is the general partner
- Review and participate in meetings with property management companies

- Serve as the interface between PUI and the Limited Partner Equity providers
- Interface with PUI's auditing firm in order to coordinate the preparation of audited financial statements and the IRS form 990 for PUI and all associated subsidiaries
- Review and report monthly financial information presented by the financial services company

Professional Qualifications and Personal Attributes

- Background working on Low-Income Housing Tax Credit programs and affordable housing development
- Knowledge and understanding of real estate development
- Proven background and experience in grant writing
- Experience with social work or a similar field
- Passion for PUI's mission
- Excellent communication skills with the ability to convey the organization's mission and strategic future to the board and external stakeholders.
- Strong written and public speaking skills
- Previous success in building partnerships/coalitions with other nonprofit organizations
- Strong financial management skills, including budget preparation and analysis
- Experience in financial resource development and/or fundraising
- Five or more years of nonprofit executive leadership experience
- Bachelor's Degree from an accredited college or university or equivalent experience

Compensation

The salary range for this position is \$90,000 to \$110,000. The organization offers a competitive benefits package, including participation in an employer-sponsored health insurance plan, a generous Paid Time Off package, and other benefits.

Statement of Non-Discrimination

PreservingUS is an Equal Opportunity Institution and EEO/Affirmative Action Employer committed to excellence through diversity. Employment offers are made on the basis of qualifications and without regard to race, sex, national or ethnic origin, disability, or age.

Application Process

The search for PreservingUS Executive Director is being conducted by The Moran Company. Questions about the position can be directed to Mike English, The Moran Company; mike (at) morancompany.com.

To apply for this position, submit cover letter and resume to Mike English, The Moran Company, via the secure online portal. *Resume should include all professional education and experience, dates of employment (month and year) and position/title and organization names. Cover letter should articulate relevant experience and fit with the stated preferences of the position.* **[APPLY NOW](#)**