



**AT-WILL  
PART-TIME**

## **EXECUTIVE DIRECTOR (PART-TIME)**

### **ABOUT PARTNERS FOR HOUSING PALM BEACH COUNTY, INC. (P4HPBC)**

Partners for Housing Palm Beach County, Inc., (P4HPBC) is a 501(c)(3) nonprofit community development corporation based in Palm Beach County, Florida, incorporated in 2023. It is a membership organization comprised of 13 mission based nonprofit community development organizations focused on the identification of opportunities to coalesce around strategies of collective impact for addressing the continuum of affordable and workforce housing needs in Palm Beach County. The organization is currently led by volunteer members.

**MISSION:** The mission of Partners for Housing Palm Beach County, Inc. (P4HPBC) is to strengthen the capacity of Palm Beach County’s nonprofit housing developers to undertake the creation, promotion, development and building of rental and homeownership affordable housing for very low, low and moderated-income people.

### **NATURE OF WORK**

This is highly independent and responsible professional work for a Palm Beach County-based housing non-profit organization. This work will be performed by an independent consultant who will not be an employee of the organization. While the member partners have been working collaboratively since 2016, P4HPBC’s incorporation and nonprofit designation has occurred over the last 18 months, making it a relatively new organization. This position requires someone with demonstrated experience in nonprofit capacity building, deep knowledge and understanding of Palm Beach County and to be well versed in the various housing and related programs offered by County departments, Federal, State and municipal housing services. This knowledge will be essential to P4HPBC’s efforts at providing affordable, workforce, near market, permanent supportive, and transitional housing throughout Palm Beach County, whether rental, owned, multi-family, single family, or mixed use. Work is overseen by the organization’s Executive Committee, through an agency liaison. This position contemplates a minimum of 15-20 hours per week, with a budget range available of \$45 - \$48/hour.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Serves as professional staff to the P4HPBC Board of Directors and all its committees and subcommittees. This includes administrative functions such as: schedule Board meetings and

prepare meeting materials; manage communications with organization members; manage budgets and reporting; and maintain organization website.

- Responsible for fund development including grant writing, sponsorships and general fundraising, working in collaboration with organization members, to raise annual operating funds. This also includes researching, applying for, and pursuing competitive housing grant opportunities.
- Coordinates financial reporting in conjunction with the organization's Treasurer and finance professionals.
- Maintains the public face of P4HPBC by representing the organization at community events, functions, public meetings, etc. This includes serving as liaison and representative of the organization with local government, the public, community groups, business organizations, municipalities, housing groups, and quasi-governmental housing agencies. (Examples: Housing Leadership Council, the Commission on Affordable Housing (CAH) Advisory Committee, the Business Development Board, Community Foundation of Palm Beach and Martin Counties.)
- Provides management support to the Executive Committee and Strategic Planning Consultants.
- Develops countywide strategies that would provide better access and coordination of affordable housing in Palm Beach County.
- Analyzes and makes recommendations on legislative and comprehensive planning proposals regarding their impact on affordable housing options.
- Communicates with outside agencies to share appropriate information regarding housing program successes and challenges of the organization.
- Takes the lead on policy and advocacy efforts at the direction of the Executive Committee.
- Provides information through meetings and coordinated efforts with other agencies, organizations, and clients.
- Performs related work as required.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Considerable knowledge of the federal, state, and local government housing programs including CDBG, HOME, SHIP, LIHTC, Bond financing, SAIL, etc.
- Considerable knowledge and awareness of municipal housing programs.
- Considerable knowledge of Community Redevelopment Agencies programs.
- Considerable knowledge of working with Boards and Committees
- Considerable knowledge in presenting to groups and organizations
- Knowledge of housing development issues, including recent developments in housing markets and government programs.
- Ability to interpret housing program regulations and planning requirements to government officials and the public.
- Ability to prepare and present programs to various community organizations.
- Ability to establish and maintain effective working relationships with government officials and the public.
- Ability to work with committees.
- Ability to communicate verbally and in writing.

**MINIMUM ENTRANCE REQUIREMENTS**

Graduation from an accredited college or university with major course work in Public/Business Administration, Community Development or Planning or closely related field; five (5) years professional experience, which includes two (2) years working with Boards and Committees and presenting to groups and organizations. Previous work experience with membership organizations preferred.

**REFERENCES REQUIRED**

**ABILITY TO PASS A BACKGROUND CHECK**

Position Open until Filled  
Provide responses to:  
Annetta Jenkins, Executive Director (P4HPBC Secretary)  
Riviera Beach Community Development Corporation  
Email: [Ajenkins@rbkra.com](mailto:Ajenkins@rbkra.com)

(For more information on the agency, see link below:)  
<https://www.partners4housingpbc.org>