



Under One Roof, Inc • 60 Gregory Boulevard, Norwalk, Connecticut 06855
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Executive Director Opportunity: Under One Roof, Inc,

Title: Executive Director

Client: Under One Roof, Inc – The Marvin (<https://www.underoneroofinc.org/about/mission-and-vision/>)

Location: On Site - Norwalk, Connecticut

Salary: \$120,000 to \$130,000, dependent upon skills and experience

Target Start Date: June 2025

Position Overview:

The Board of Directors of Under One Roof (UOR) (DBA The Marvin and The Marvin Children's Center) is seeking qualified Executive Director candidates interested in leading a successful not-for-profit organization to build on its strengths and ensure long-term success. Under One Roof (UOR) is the not-for-profit developer, sponsor, and operator of The Marvin - an affordable congregate housing facility for seniors, offering supportive services and The Marvin Children's Center - a full-day, full-year accredited School Readiness Preschool Program.

Job Summary:

The Executive Director is responsible for the administration, management, and oversight of day-to-day operations of this affordable congregate housing facility for seniors, offering supportive services and The Marvin Children's Center - a full-day, full-year accredited School Readiness Preschool Program. The Director will manage staff (4) and contract personnel in the provision and operation of the organization, including the provision of congregate housing and supportive services and the school readiness preschool program. S/he will promote UOR's vision, mission and organization philosophy including the importance of the intergenerational philosophy. This position requires someone with high integrity and a demonstrated administrative capacity for compliance with rules, regulations, funding/compliance mandates, policies, and procedures.

Resident Services & Administration:

- Manages, coordinates, and directs all programs, activities, and services in accordance with state and applicable federal regulations, various funders, as well as organization policies and procedures.
- Assures implementation of policies, procedures, programs, and services relating to congregate housing for the frail elderly
- Supervises and assists Resident Services Coordinator (RSC) in provision of all resident services, including the coordination of those provided by independently contracted ancillary service providers (i.e., dietary, housekeeping, security, home health care, etc.)
- Responsible for hiring, training, coaching, developing, and motivating employees across all functional areas, while providing regular performance feedback.
- Administers and oversees service contracting experience (food, housekeeping, security, etc.)

Property Management:

- Ensures that all compliance requirements are met related to the Department of Housing (DOH), Low Income Housing Tax Credit (LIHTC) Extended Use Agreement, and CHFA.
- Ensures that apartments are rented on a timely basis - with residents meeting all the admission/eligibility requirements for both DOH and LIHTC - including Waiting List Management, Tenant Selection Policy, Financial Verification Information and Requirements, LIHTC compliance forms, etc.
- Prepares and submits all required forms and documentation for funding agencies (DOH and CHFA).

Marketing, Development & Public Relations:

- Directs the development and implementation of fundraising plans along with the Board of Directors, to accomplish fundraising targets (foundation grant applications and individual appeals.).
- Cultivates a positive public image through networking and community outreach.

Financial Responsibility:

- Ensures sound fiscal management of the organization through the development, management, and adherence to the budget (\$1 million); completion of timely, accurate and comprehensive fiscal reports; approval of capital expenditures; ensures the collection of rents and other monies due; and ensures the submission of payments.

School Readiness Preschool Program: (Intergenerational contractor)

- Oversee the implementation of all requirements related to the funding and operation of The Marvin Children's Center School Readiness program.
- Serves as the liaison with the management agent for the program (Bright Horizons Family Solutions).
- Maintains a relationship with the City of Norwalk School Readiness Providers and School Readiness Council.

Board of Directors:

- Reports to the President of the Board of Directors of Under One Roof (UOR)
- Serves as an ex-Officio member of the Board of Directors and attends and participates in all meetings of the board and committees.

Qualifications and Experience:

- Minimum of 3-5 years in a leadership role such as a Not-for-Profit Executive Director or Senior Administrator position with fiscal management and reporting responsibility
- Demonstrated leadership and management experience including hiring, coaching, performance management and daily operations supervision.
- Ability to work collaboratively with the flexibility to manage and handle daily changes.
- Experience and comfort with Microsoft Outlook, Word, Excel, and PowerPoint.
- Minimum of bachelor's degree, preferably a master's degree in social work, Public Policy, Human Resources, Gerontology, Fundraising or related field.

Preferences:

- Business acumen and a successful track record in sound fiscal management such as including familiarity with state & federal financial reporting (DOH and CHFA a plus), P&L statements, budgeting, monitoring expenditures, resource allocation, and timely submission of payments. State grant application experience is highly desirable.
- Knowledge, compassion, and demonstrated competency in the management of programs and services for elderly people, including eldercare issues, healthcare and supportive services, State programs for the elderly, etc. (a highly preferred).
- Understanding of and commitment to the importance and benefits of an intergenerational philosophy in programming (Eden Alternative; Generations United; etc. a plus).
- Familiarity with Low Income Housing Tax Credits (LIHTC) compliance, Medicare and Medicaid program and capitation models a plus
- Skill in negotiating contracts and agreements (federal, state, and local agencies a plus).

HOW TO APPLY

Under One Roof/The Marvin has contracted Global Recruitment Specialists to assist with this recruitment effort. Please email a cover letter and updated resume/CV to:

Patrick Shields, President UnderOneRoof/The Marvin
 Norwalk, CT 06855
 Telephone: +1- 203-899-0499
 Email: shields@globalrecruitment.net

Apply by clicking the following link: <https://tinyurl.com/2xyh2nez>

**Under One Roof/The Marvin is an equal opportunity employer. Due to the volume of applications received, only shortlisted candidates will be notified.