

Ventana Fund
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JOB POSTING: EXECUTIVE DIRECTOR

BACKGROUND

The Ventana Fund is a nonprofit CDFI (Community Development Financial Institution) headquartered in Albuquerque, New Mexico. We are dedicated to financing the creation and preservation of affordable multi-family housing by providing loans to developers who serve New Mexico's low-income residents and high-need communities. Ventana Fund was created in 2014 as an all-volunteer organization and since then has lent over \$35 million to create and preserve over 1,100 affordable housing units across the state of New Mexico. It currently oversees over \$19 million in assets across 28 loans. The organization started as an all-volunteer organization, and over the past two years, has transitioned to working with fulltime staff. We are now looking to hire a paid Executive Director to manage the day-to-day operations of Ventana Fund. This Executive Director will spearhead the continued growth of the organization in New Mexico.

JOB TITLE

Executive Director

SALARY RANGE

\$85,000-\$135,000, depending on experience.

REPORTS TO

Board of Directors

SCHEDULE

Standard work week Monday through Friday. This position does require the ability to work a non-standard work week including occasional evenings and weekends, and travel in and out of state as needed.

JOB DESCRIPTION

The Executive Director is an experienced and highly skilled professional that provides leadership, vision, and direction to Ventana Fund. The Executive Director represents Ventana Fund to the public, leads organizational development and strategic planning, optimizes financial performance, oversees lending activities, builds donor relationships and grant opportunities, and oversees personnel. The Executive Director works closely with the Board of Directors and is responsible for expanding systems and procedures to accomplish the mission and reach the strategic goals set forth by the Board.

This exempt position will be based in the Albuquerque, NM office and will develop organizational strategy, sound practices and supportive relationships, both internally with staff and consultants, and externally with borrowers, stakeholders, and funders, resulting in cooperative and effective collaborations that further the mission of the Ventana Fund.

ROLES AND RESPONSIBILITIES (Essential duties and responsibilities include but are not limited to the following.)

BOARD GOVERNANCE

- Maintains a positive and responsive/cooperative relationship with the Board of Directors.
- Provides appropriate executive leadership/advice to the Board of Directors.
- Ensures that Directors are kept fully informed in a timely way on the condition of Ventana Fund and key factors influencing it.
- Ensures that Directors receive Committee and Board materials on a timely basis.
- Sees that Board of Director Committees are appropriately supported and operating in accordance with bylaws, policies, and procedures.
- Works with Directors to ensure that the Board of Directors is effective as a body and that recruitment, involvement, and departures of individual Directors are effective.
- Identifies and supports the recruitment of Directors.

FINANCIAL PERFORMANCE AND SUSTAINABILITY

- Develops and maintains resources sufficient to ensure the financial health of the organization.
- Identifies and secures funding sources and maintains relationships with funders.
- Oversees and reports to funding sources for the organization's continued operation as a lender.
- Oversees borrower relationships and engagement of new potential borrowers for loan portfolio growth in accordance with Ventana Fund's mission.
- Through oversight of the accounting firm, responsible for the fiscal integrity of Ventana Fund, including operating the organization within its annual budget, ensuring maximum resource utilization, and maintaining the organization in a positive financial position.
- Develops and adheres to a cost allocation plan for federal expenditures.

MISSION AND STRATEGY

- Works with the Board of Directors and staff to ensure that the mission is fulfilled through lending programs, strategic planning, and community outreach.
- Responsible for the implementation and operations of Ventana Fund's lending programs.
- Responsible for leading strategic planning to ensure that Ventana Fund can successfully operate and fulfill its mission into the future.
- Responsible for being Ventana Fund's primary spokesperson and working in the community to uphold a good image as an affordable housing lender with professional, civic, government, and private organizations.
- Develops and maintains strong relationships with current and potential stakeholders.

OPERATIONS

- Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.
- Responsible for the effective administration of Ventana Fund's operations.
- Negotiates and signs contracts on behalf of Ventana Fund in accordance with established policies and guidelines.
- Ensures adherence to policies and internal control procedures.

QUALIFICATIONS AND SKILLS REQUIRED

- Minimum of 5 years' directly related experience including 3 years' supervisory experience required.
- Education, i.e. two-year certificate, bachelor's degree or master's degree can be substituted for 2 years' directly related experience.
- 2+ years' experience working in affordable housing preferred.
- Excellent managerial, organizational, supervisory, and critical thinking skills.
- Open and transparent management style, high integrity leadership.
- Knowledge and experience in all aspects relevant to running a non-profit is preferred.
- Demonstrated awareness of issues related to affordable, quality housing.
- Experience working with financial management, including financial statements, projections, budget preparation and analysis, decision making, and reporting.
- Experience developing, growing, and managing financial and operational systems.
- Excellent technology and software skills, including Microsoft Office suite.
- Excellent written, presentation, and oral communication skills.
- Proven ability to work independently and achieve position responsibilities and programmatic objectives with minimal direct supervision.
- Successful track record in a leadership role working with a Board of Directors.
- Ability to balance strategic thinking with sound implementation strategies.
- Ability to maintain strict confidentiality of information.
- Bondable under a Fidelity Bond and/or insurable under a Commercial Crime Insurance Policy.

SUPERVISORY RESPONSIBILITIES

The Executive Director will be responsible for overseeing operations of the organization, including directing, coordinating, and evaluating activities of the organization and carrying out supervisory responsibilities in accordance with the organizations policies and applicable laws. The Executive Director will be responsible for the hiring, retaining, training, motivating, evaluating, counseling, and supervising competent, qualified staff. Approves leave and schedules of employees.

PHYSICAL DEMANDS

This position requires basic physical demands for working in an office environment including sitting for long periods, using computers and other typical office equipment, driving a car/van, carrying documents, and walking. Attending conferences, trade functions, or training sessions within New Mexico or out-of-state locations.

TRAINING

Other than qualification and skill requirements, no special training is required for this position. Standard training for all employees will be applied to this position as well as any training deemed beneficial by the Board of Directors in the future and/or as indicted in the annual budget.

COMMUNICATIONS

Reports to and interacts with the Board of Directors. Supervises and interacts with Ventana Fund employees and contractors, and interacts with New Mexico state agencies' staff, federal agencies' staff, state, and local elected officials, the public, and private and/or corporate entities.

EQUIPMENT USED

Typical office equipment will be used such as computers, calculators, phones, copier/printers, projectors, and cars/vans.

WORK ENVIRONMENT

This position will work in a standard, smoke-free, indoor office environment with other staff. On occasion, the Executive Director may travel within the state to attend inspections, appraisals, and perform site visits on Ventana Fund financed or potentially financed apartment communities and may travel out of state in the course of their duties and responsibilities. Some remote work during regular business hours may be possible after an introductory period.

CONDUCT

As an employee and representative of Ventana Fund and its Board of Directors, all personnel are required to exhibit and practice the highest standard of honesty and integrity and must perform under a standard of professional behavior that requires adherence to the highest principles of ethical conduct in all aspects of the position.

HOW TO APPLY

Applicants will be evaluated on their ability to follow instructions. For best consideration, please submit your application by January 15, 2023.

- Prepare a cover letter and resume and email them as a PDF document to application@ventanafund.org. Include your name and the position title in the subject line.
- Cover letter to include:
 1. What you would like us to know about you that we may not be able to see in your resume.
 2. Why you are interested in working for Ventana Fund, and why you believe you are a good fit for this position and the organization.
 3. Three strong professional references and contact information for employers who are able to speak to your leadership, supervisory and financial management track record.
 4. While not required as conditions of employment, please include the following in your cover letter:
 - Prior experience with the AMIS software system.
 - Total length of residency in New Mexico.
 - If you are bilingual/multilingual, please note with which languages you have written and verbal communication skills.

INTERVIEW PROCESS

- Candidates that best meet the position parameters will be interviewed by Ventana Fund's Hiring Committee. Interviews may be held virtually at Ventana Fund's discretion.
- Prior to employment, Ventana Fund will conduct a complete background check that includes credit, criminal, prior employment/professional references, and any degree(s) provided as qualification.
- Prior to employment, Ventana Fund will screen for drug use.
- Applications will be reviewed on a rolling basis and the position will remain open until filled.

Ventana Fund is an Equal Opportunity Employer. All applicants will be considered for employment without attention to race, color, religion, sexual orientation, gender identity, national origin, and veteran or disability status or any other category protected by federal and state law. Women, minorities, and veterans encouraged to apply.