

# THE KOHTE'LI FOUNDATION



## Non Profit Director

### JOB DESCRIPTION

**Position:** Non-Profit Director  
**Department:** THE KOHTE'LI FOUNDATION  
**Location:** Klamath  
**Supervisor:** Yurok Indian Housing Authority Executive Director  
**Salary:** \$41, 360 to 53,970  
**Classification:** Full time, Exempt  
**In House Posting:** October 24, 2011

**INTRODUCTION:** This position is responsible for the implementation of the YIHA Non Profit Homeownership, reality, development and IDA account programs. Incumbent will ensure the following:

- assist Tribal Members achieve homeownership
- coordination and follow through on collection of monthly housing related payments owed the Housing Authority or Tribal Member. Processing foreclosure notices, including representing housing in Court;
- homeowner unit inspections, follow-up inspections and coordination of housing maintenance activities including preventative to achieve quality maintenance and unit preservation, in a timely manner;
- implementation of the homeowner counseling program and enforcement of note or lease and policy violations;
- development and monitoring of program budgets, program action plans, and waiting lists;
- assist Tribal families and provide homeownership and maintenance training to prepare them for the responsibility of homeownership through, lease-to-own, Down payment, 184/conventional loans or IDA Assistance;
- approves and signs all purchase requests and purchase orders in compliance with NAHASDA, YIHA, and Foundation purchasing requirements.
- incumbent keeps the Executive Director informed of all supervised program activities and related problems.

**MINIMUM REQUIREMENTS:** A Bachelor Degrees in Business Administration or related field with experience in Indian housing working with low income Indian families, with at least one year of supervisory experience -OR- High School or GED with four years work experience in the housing industry with two years Indian housing experience working with low income Indian families and one year supervisory experience -OR- an equivalent combination of education and work experience.

- Must be respectful and sensitive to the values and culture of Native American People. Knowledge of Native American communities is desirable.
- Experience with HDS software data entry and relevant Tribal and federal laws, codes and regulations preferred.

- Must independently plan and schedule work activities, and organize and prioritize projects to meet deadlines while maintaining accuracy and attention to detail with minimum supervision.
- Highly computer literate and familiar with Microsoft Office Software Programs and related programs, spreadsheet, word and database applications.
- Experience in drafting correspondence with knowledge of correct punctuation, capitalization, spelling, grammar and proofreading and editing skills.
- Good organizational skills and command of the English language both orally and in writing.
- Ability to work cooperatively with a variety of individuals, government agencies, YIHA and Tribal employees.
- Ability to work independently and as a team member in a fast-paced office and to work under deadlines.
- A broad basic knowledge of reality, escrow, and financing.
- A knowledge and understanding of the development and technical process required facilitating the planning, design, construction and commissioning of housing projects or development.
- Experience in contract administration/management.
- Ability to read or interpret plans/drawings; and basic cost estimates, budgets and schedules.
- Ability to develop and meet project expectation to include satisfactory completion of a project within budget and time.
- Must have Grant writing experience.
- Must have a valid driver's license and be able to be insured under the Yurok Indian Housing Authority vehicle insurance policy.

### **DUTIES:**

- Provide Tribal Member assistance in achieving homeownership.
- Enforce Housing Authority and Foundation policies and agreements consistently and fairly.
- Building resident and Tribal Member knowledge about home ownership programs including giving them a better idea of what they can expect from housing.
- Sharing policy and lease language relating to mandatory counseling sessions, financial responsibilities such as monthly house payments, water payments, utility payments, care and maintenance obligations of units including the importance of supporting and maintaining a peaceful living environment in the housing developments.
- In post-occupancy, provide ongoing counseling covering details of maintenance and financial management responsibilities to home ownership families.
- Assist staff in the development of self-sufficiency plans for families and individuals, and monitor progress.
- Collect quarterly program reports and prepare year-end report summary for Executive Director.
- Responsible for the monthly departmental article for the Housing Authority Newsletter.
- Support a positive and congenial working relationship between residents/tribal members, housing staff, administration and Tribal government.
- Review and provide recommendation of existing policy regarding housing developments or projects.

- Guide technical and support staff in the compilation of data for use in housing, field and file investigations, maps, notes, and all other available sources.
- Review and provide recommendations of project requirements such as consultant proposal, plan, drawings, specifications, and related development, design and construction documents.
- Directs work activity as assigned in order to inspect ongoing housing projects or ascertain conditions on a specific site or general area.
- Assists with reviews of grant applications related to housing.
- Participates in the annual budgeting process for YIHA's housing development or projects.
- Provide support during meetings, work sessions, or as assigned or directed.
- May be assigned to work on other related assignment, specific projects or programs of YIHA and the Foundation as requested by the Executive Director.

**SUPERVISORY CONTROL:**

None

**COMPLEXITY:** This position requires the capacity to read, understand, implement and comply with a mixture of policies, regulations and laws related to Indian housing operations. This position must comply with NAHASDA, Tribal and federal regulations as well as Housing Authority policies.

**PERSONAL CONTACTS:** Personal contacts are with individual residents, housing program participants and staff, Board of Commissioners, contractors, and Tribal staff. The purpose of these contacts is to relay program information, assist with the application process, interpret rules and regulations, and write program policies.

**PHYSICAL DEMANDS:** This position generally works a 40-hour week with occasional evening and meeting requirements.

*All new employees will serve a six-month period to enable the Executive Director to determine their suitability as a Housing Authority employee. After the six-month's period, the employee will be evaluated on his/her performance and at that time it will be decided if the employee is entitled to a Regular Employee status.*