



Executive Director  
Beaufort Jasper Housing Trust

The Beaufort Jasper Housing Trust seeks an experienced professional to lead the organization through steady growth and increased impact. The Beaufort Jasper Housing Trust (BJHT) was created in January 2023 to create and preserve affordable housing in Beaufort and Jasper Counties in South Carolina. Initially two counties, one city and 5 towns united to provide \$7,300,000 to support its activity and the State of South Carolina provided an initial \$3,000,000 allocation. During its first year, the organization contracted administrative support with another nonprofit and subsequently hired its own interim Executive Director and Office Manager.

Now, with a united and committed volunteer Board of Directors, established policies and systems, and broad community support, BJHT seeks its first full time Executive Director. The Beaufort Jasper Housing Trust is recruiting a motivated and professional individual to lead its affordable housing efforts in the two-county area of the South Carolina Lowcountry.

The ideal candidate will be a compelling advocate for the mission of BJHT to create and preserve affordable housing in Beaufort and Jasper Counties, and able to lead the organization's growth. The Executive Director will need to be a strategic thinker while building broad based support in the community and with legislators, real estate developers, workforce partners, community leaders, and state and local officials.

Previous experience leading affordable housing initiatives and creating key community relationships is crucial. Strong written and verbal communications skills are essential. Proficiency with databases, Microsoft Office Suite and other software is also necessary. The Director must be able to manage and prioritize multiple responsibilities, meet deadlines, and possess a high level of analytic skills. Prior nonprofit experience and experience working with Boards of Directors is preferred.

#### **PRIMARY RESPONSIBILITIES**

- Be a community leader working to ensure that all individuals and families in Beaufort and Jasper Counties can secure and retain decent affordable homes close to their place of employment.
- Provide support and guidance to a volunteer Board of Directors.
- Prepare and monitor budget activity including revenue and expense projections.
- Manage affordable housing pipeline development, potential projects, and program design.
- Design programs and products to include rental, homeownership, and home repair initiatives targeted to populations in need of affordable homes.
- Negotiate contracts, loan terms, and grant agreements with funders and subrecipients.
- Secure additional funding from foundations, municipalities, counties, and state agencies.
- Develop and maintain key working relationships with all levels of government entities.
- Research and analyze housing, census and market data related to housing needs in Beaufort and Jasper Counties.
- Lead the development of key collateral and communication material and develop key messages and talking points.
- Monitor and track activity related to loans and subgrants for compliance and performance.
- Represent organization with press and community groups including presentations, social media, and correspondence.

- Lead and participate in coalitions focused on affordable housing.
- Recruit, select and manage staff.

## **QUALIFICATIONS**

- A genuine commitment to the mission of BJHT.
- Knowledge of the financial and legal aspects of a non-profit organization.
- Demonstrated expertise in housing development projects and programs.
- Ability to identify and obtain additional funding and revenue for BJHT.
- Ability to grow and increase capacity of new affordable housing nonprofit organization.
- Ability to work effectively with the public sector, private for-profit, and private non-profit sectors is essential.
- Experience in both public and private sector housing finance and knowledge of regulatory environment required.
- Competence in planning, financial analysis, and negotiation needed.
- Special events, public relations, or marketing and community advocacy experience.
- Confidence and willingness to meet with key stakeholders.
- Excellent time management and organizational skills and a results-oriented work ethic.
- Ability to set priorities, lead, initiate, and collaborate with a team.
- Strong written and verbal communication skills.
- Positive attitude, concern for people and community, and exceptional listening skills.
- Technical proficiency in Microsoft Office including PowerPoint, Excel, and Word.
- Ability to manage sensitive matters with tact and discretion.
- Ability to travel throughout Beaufort and Jasper Counties, South Carolina
- Bachelor's degree required, with master's degree preferred.

## **Compensation, Location, Application**

The anticipated starting salary for the position is \$140,000- \$150,000 per year with extensive benefits to be negotiated. The office location for the position is in Beaufort, South Carolina. Interested applicants should email a cover letter and resume to: [info@bjht.org](mailto:info@bjht.org) . The anticipated start date for the position is no later than May 1, 2024. Application materials will be reviewed upon submission. All questions should be sent to [info@bjht.org](mailto:info@bjht.org). The anticipated start date for the position is no later than May 1, 2024.