

## LUMINEST EXECUTIVE DIRECTOR JOB ANNOUNCEMENT

Luminest Inc. is a nonprofit organization that has been serving Southcentral Pennsylvania by developing and managing attractive, safe, high-quality, affordable housing for seniors, working families and people with disabilities for over 20 years. Luminest currently develops, owns, and manages affordable housing for over 322 families in Franklin, Adams and Cumberland Counties, Pennsylvania, through the federal low-income housing tax credit program (LIHTC), HOME program and other local housing funding resources.

The board of directors is seeking an on-site Executive Director due to the pending retirement of the current Executive Director. The Executive Director is the key leader of Luminest. The Executive Director is responsible for ensuring the mission is fulfilled through programs, strategic planning and community outreach, board governance, financial performance, embracing and fostering the organization's culture and operations. The Luminest Board seeks an individual that will continue to lead the organization to expand affordable housing services to our communities, families, and neighborhoods.

### **The next executive director must demonstrate these major skill areas:**

- Transparent and high integrity leadership - someone who embraces and implements the SERVE leadership model, integrates with and expands the Luminest culture of trust, easily conveys to all staff that communication is a two-way street (Luminest does not function in a top-down structure, but all staff have a voice in Luminest's future), and demonstrates the values of continuous learning and staff empowerment to ensure organization success.
- Understands complex financial concepts, reports, and processes - demonstrated ability to work closely with the comptroller to assess conditions, opportunities and challenges and lead Luminest's financial decisions.
- Ability to investigate, understand and assess challenges and opportunities using complex evaluation skills while considering multilayer consequences of every decision process and potential outcomes.
- Understand and champion diversity, equity and inclusion vision, goals and actions - be the organization leader in all DEIB work, demonstrate ability to interface with and engage diverse community partners, people we serve, and our board and staff.
- Ability to convey a vision of Luminest's strategic future to staff, board and community partners - establish and maintain relationships with various county officials, township and borough leadership, elected officials at local, state and federal levels; utilize those relationships to strategically enhance Luminest's growth by understanding and advocating for the needs of underserved populations of the local community.
- Active and visible in the community, working closely with other professional as well as civic and private organizations.
- Manage all aspects of project development - to include site selection, development and submission of funding applications, financial closing processes, construction, and leasing of units; ensure all regulatory compliance requirements are met; ensure Luminest is up to date with the Federal LIHTC, HOME, PHARE, CDBG, Act 137 Housing Trust Fund programs, their funding cycles and application requirements.
- Understand legal implications of leading a nonprofit organization - contracts, employment law, Fair Housing, federal and state regulatory compliance, PA Landlord Tenant Act, PA Human Relations Commission/EEOC.

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**Education and Experience:** A bachelor's degree - prefer master's degree in business administration or public administration with five or more years' executive management experience.

**To Apply:** Submit a resume and interest letter with salary requirements to: [aross@luminest.org](mailto:aross@luminest.org)

*Luminest is an Equal Employment Opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, national origin, religion, sex, sexual orientation, disability, age, familial status, or any other protected characteristic that is outlined by federal, state, or local laws.*