



westchester residential opportunities

Since 1968

Saving homes, saving familiesSM

Position Title: Executive Director

Reports To: Board of Directors

Location: White Plains, NY

Employment Type/Salary: Full-Time, \$125,000-\$175,000 annually, depending on experience

Westchester Residential Opportunities, Inc. (WRO) is a 501(c)(3) nonprofit organization founded in 1968 to promote equal, affordable and accessible housing opportunities for all residents of the Lower Hudson Valley of New York. Programs include promoting fair housing; housing counseling, including first-time home buyer and mortgage default by Certified housing counselors; affirmative marketing of affordable housing; and providing independent living for individuals living with mental illness. WRO employs 50 staff with an annual budget of \$5,000,000.

For more information go to WRO's website: wroinc.org

Specific experience, qualifications and characteristics

- Over five years' experience successfully leading non-profits with multifunctional oversight, ideally in the fields of housing or social justice
- Enthusiasm for WRO's mission
- Advanced degree in law, social work, or other relevant field (A bachelor's degree in a relevant field may be acceptable if combined with experience in housing and/or social justice.)
- Proven track record in revenue generation from diverse sources
- Outstanding oral and written communication skills
- Experience in media engagement and policy advocacy

Key Responsibilities

Strategic Leadership and Vision

- Collaborate with the Board of Directors and senior leadership team to refine and execute a multi-year strategy that advances WRO's mission and improves sustainability
- Advance a powerful, persuasive organizational brand and narrative that showcases WRO's impact, scale, and thought leadership
- Partner with the Board of Directors to strengthen organizational leadership, identify high-caliber Board candidates, and align governance practices with WRO's strategic goals
- Evaluate risks and opportunities across policy and funding landscapes, in consultation with the Board of Directors
- Recruit, mentor, and retain a high-performing, mission-driven leadership team that delivers operational excellence and sustainable growth

Westchester Residential Opportunities, Inc., 470 Mamaroneck Avenue, Suite 410, White Plains, NY 10605 | 914-428-4507 | info@wroinc.org



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Operational /Programmatic Oversight

- Oversee the adequacy and soundness of the organization's financial structure working closely with the Chief Financial Officer and Board Finance Committee to ensure financial integrity, proactive risk management, and transparent accountability
- Establish current and long-range objectives, plans, and policies subject to the approval of the Board of Directors
- Align budgets to strategic priorities, steward reserves, and ensure financial practices enable bold innovation, risk assessment and sustained impact
- Review operating results of the organization and take steps to ensure that appropriate measures are taken to correct adverse results
- Oversee and confirm compliance with funders' requirements
- Develop and maintain awareness of relevant legislation, regulations, and federal, state or local ordinances
- Participate in regular evaluation of management team and oversee evaluation of all staff
- Establish and maintain an effective system of information exchange throughout the organization

External Engagement and Relationship Development

- Represent the organization to government agencies, major donors, the financial community, stakeholders and the general public
 - Develop and implement a strategy to deepen and diversify relationships with public and private sector partners that unlock resources, influence, and programmatic reach
 - Participate with like-minded organizations in advocacy to promote policies that advance WRO's mission
 - Develop relationships with government representatives on the federal, state and local levels
 - Promote WRO's expertise to the media as a reliable source for comments
 - Work closely with Development Manager and Board Fundraising Committee to implement fundraising strategies and relationships to identify high-impact opportunities for diversified, sustainable income
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How to Apply:

Please email a resume and cover letter as a PDF or Word attachment, referencing ***Executive Director*** in the subject line to media@wroinc.org

WRO is an Equal Opportunity Employer

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