



JOB DESCRIPTION

Chief Executive Officer

NHSIE is seeking a strategic and visionary Chief Executive Officer with superior relationship-building skills and an entrepreneurial spirit to further NHSIE's work to promote homeownership and other affordable housing opportunities in the Inland Empire.

About NHSIE:

Neighborhood Housing Services of the Inland Empire (NHSIE) is a nonprofit organization based on San Bernardino, California. NHSIE's mission is to create homeownership opportunities, bridge the housing affordability gap and build sustainable communities of choice one person, one home and one neighborhood at a time. NHSIE particularly focuses on promoting first-time homeownership within underserved communities in Riverside and San Bernardino Counties. Our programs include financial workshops, HUD-certified homebuyer education classes, one-on-one financial and homeownership counseling, homeownership lending, affordable housing development and rehabilitation, real estate services, homeownership preservation and other community initiatives. NHSIE is an affiliate of NeighborWorks® America, which was established by Congress in 1978 to increase community-based housing organizations' capacity, and UnidosUS, a civil rights and advocacy organization that works to improve opportunities for Latinos/Hispanics. NHSIE also is a U.S. Department of Treasury-certified Community Development Finance Institution (CDFI) and a HUD-approved secondary lender.

Position Summary:

NHSIE's Chief Executive Officer (CEO) will lead the growth, progress and vision of this important non-profit organization to effect positive and lasting change in the community. The CEO will be responsible for the organization's consistent achievement of NHSIE's mission, financial objectives and strategic plan goals. The CEO will set and advance the vision of the organization, mobilize the Board of Directors, inspire and lead the staff team, manage a \$1M-\$2M annual operating budget, monitor and strengthen the organization's financial health, engage in extensive community outreach and advocacy, effectively steward donors and community partners, and significantly advance fundraising and other revenue generating strategies for NHSIE. The CEO will report directly to NHSIE's Board of Directors.

Essential Job Functions:

Leadership and Partnerships

- Ensure that the organization has a long-range strategy that achieves our mission and toward which the organization makes consistent and timely progress;
- Communicate NHSIE's mission, vision and strategic goals and inspire Board members, staff, donors and volunteers to implement this vision;

- Identify gaps in the community and explore opportunities for NHSIE to address those gaps in furtherance of NHSIE’s mission;
- Provide leadership in developing program, organizational and financial plans with the Board of Directors and staff, and carry out plans and policies authorized by the Board;
- Seek out and develop strategic partnerships that will bring program innovations, funding and other resources to NHSIE, including building upon relationships with other housing and community development organizations;
- Maintain a strong, positive working relationship with NeighborWorks America and serve as the primary point of contact between NHSIE and NeighborWorks America on organizational and programmatic operations and national initiatives;
- Co-lead the Inland So Cal Housing Collective – a group of local housing developers, residents, advocates and funders whose charge is to build a voice that supports affordable housing expansion in the region;
- Participate in and/or produce conferences, meetings and community events to further NHSIE’s goals and increase awareness and visibility of the organization;
- Play a significant role in shaping public policy at the city, county, state and national levels which furthers affordable housing and community development; and
- Showcase NHSIE’s best practices and achievements and promote public awareness of NHSIE through strong marketing, communications and media relations.

Operations and Management

- Facilitate cross-departmental collaboration and strong internal communications with staff throughout the organization;
- Create a positive, culturally competent work environment that supports best practices and promotes efficiencies across all areas of NHSIE’s programming and operations;
- Maintain a positive and strong organizational culture that ensures accountability and helps attract and retain talented, productive and caring staff;
- Direct and supervise the Director of Homeownership and Neighborhood Strategies and Director of Real Estate Development and Lending as well as six other program, operations and finance staff;
- Direct and manage the creation of annual performance goals for each department and the preparation of monthly and year-end performance dashboard reports;
- Ensure that performance evaluations are conducted and that employee compensation is competitive in the region and field;
- Review and approve any new projects and modifications to existing programming;
- Review, negotiate and execute major contracts (like for acquisition/rehabilitation/resale projects) to provide resources to achieve our mission while protecting the organization and our assets;
- Ensure compliance with local, state and national rules and regulations and funder requirements across all programming;
- Ensure that reporting requirements are met and that licenses and certifications which are necessary to continue program delivery are kept up to date;
- Provide high-level program oversight of construction projects; and
- Set and refine organizational policies.

Fundraising and Revenue Generation

- Develop a long-range, sustainable and diverse marketing and funding plan to ensure the implementation and success of NHSIE’s strategic goals;
- Effectively identify, cultivate and steward major donors and funders to NHSIE;

- Oversee and provide high-level support for annual fundraising efforts for NHSIE including developing funding proposals, preparing and reviewing grant applications, and supporting other fundraising activities such as the annual Partner Appreciation Brunch;
- Actively identify and pursue new revenue sources through government, corporate, foundation and private donors and earned income strategies;
- Monitor contract compliance and grant objectives and maintain reporting to funders; and
- Expand the base of NHSIE's supporters and steadily grow NHSIE's fundraising revenue.

Budgeting and Fiscal Oversight

- Oversee the creation of the annual agency budgets and ensure that operating revenue and expenses meet budget targets;
- Develop and implement a plan to ensure long-term financial sustainability of the organization and our assets;
- Develop and implement strategies for financial growth, particularly through earned income from lending, realty and/or other mission-centered activities;
- Review monthly financial reports and annual audits and develop strategies to further improve operations; and
- Build strong relationships with banks and other lenders/investors to expand future partnership opportunities.

Board Relations

- Develop and cultivate an active, energized and high functioning Board of Directors;
- Recruit, orient and support diverse Board members;
- Cultivate a strong and transparent working relationship with the Board;
- Staff and support Board committees;
- See that the Board members are kept fully informed on the condition of the organization and all important factors impacting the organization so that they can establish relevant and effective policies and reach sound decisions;
- Facilitate the Board's involvement in the formation of NHSIE's policies and programs and ensure implementation of and compliance with Board-approved policies;
- Coordinate strategic planning and the annual budgeting process in collaboration with the Board and associated committees; and
- In concert with the Board Chair, plan and prepare for monthly Board meetings and annual retreats.

Qualifications and Skills:

- A minimum of 7-10 years of nonprofit management experience, including at least 3-5 years in senior management capacity.
- Bachelor's Degree in Public Administration, Business Administration or closely related field. Master's Degree preferred.
- Passion for NHSIE's mission and goals.
- Experience in community redevelopment, lending and/or realty in the affordable housing sector is strongly preferred. Broker's license is a plus.
- Knowledge of local, state and national policies, issues and best practices regarding community redevelopment, affordable housing and service delivery.
- Demonstrated commitment to advancing equity and inclusion at all levels.
- Strategic thinker with an entrepreneurial spirit, capable of moving a small organization to new levels.

- Strong verbal, written and interpersonal communication skills, strong facilitation skills and strong conflict resolution skills.
- Excellent diplomatic skills and documented success in developing positive working relationships with a wide variety of stakeholders, including political and community leaders, policy-makers and funders.
- Ability to leverage technology and analyze data to make sound business decisions.
- Knowledge of funding opportunities in the affordable housing sector, including connections to funder communities and an understanding of CDBG, HOME and other funding sources.
- Strong political acumen and negotiation skills, including ability to determine when and how to engage partners and stakeholders.
- Creative problem solver, open to change, flexible and capable of adapting to changing priorities.
- Comfort in managing various tasks simultaneously, ranging from the strategic to the administrative, with proven ability to synthesize, prioritize and act.
- Demonstrated experience cultivating and working with a high functioning Board.
- Ability to lead and manage others, including experience in directing the development of performance-based evaluation activities.
- Commitment to building positive work culture and promoting colleagues' growth and development.
- Experience in fiscal oversight, including budgeting and analysis of financial reports.
- Strong attention to detail, excellent organizational skills and an ability to work well under pressure.
- High ethical standards and values.
- Competent technology skills, including experience with Microsoft Office (Word, Excel, etc).
- Pass a criminal background check.

Compensation will be commensurate with experience. NHSIE's benefit package includes health, dental, life insurance, 403B, vacation/sick, paid holidays and training opportunities. The CEO is a full-time, exempt, salaried position.

This position may require some weekend and evening work as well as occasional travel. Work-related mileage will be reimbursed based on governmental mileage rates.

A cover letter and resume may be submitted in confidence to jobs@nhsie.org. Please indicate CEO in the subject line.

NHSIE is an Equal Opportunity Employer.