



Community Housing Solutions is a 49-year old not-for-profit organization; its mission is to assist low and moderate income families to obtain and maintain safe, decent, affordable housing. CHS serves 2,500 families in Cuyahoga County each year through programs focused on enhancing self-sufficiency, including home repair, housing counseling, free tool loan, and home maintenance training and its annual operating budget is \$5.5 million.

CHS is seeking an Executive Director who will be responsible for overseeing the administration, programs, budget, and strategic plan of the organization. The position reports directly to the Board of Directors.

Primary Responsibilities of the Executive Director

1. Works closely with the Board to fulfill the organization's mission.
2. Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions, including but not limited to program reports and financial statements which accurately reflect the financial condition of the organization.
3. Maintain and generate funding sufficient to ensure the financial health of the organization.
4. Works with board and staff to ensure that the mission is fulfilled through programs, strategic planning, new program initiatives, and community outreach.
5. Preparation of multiple proposals to public and private funders.
6. Responsible for oversight of all CHS programs.
7. Responsible for strategic planning to ensure that CHS can successfully fulfill its mission into the future.
8. Engage in fundraising and oversee marketing and other communications efforts.
9. Responsible for the hiring and retention of competent, qualified staff.
10. Supervise and collaborate with CHS staff.
11. Other duties as assigned by the Board of Directors.

Professional Qualifications

1. A bachelor's degree from an accredited institution of higher learning; advanced degree preferred.
2. Transparent and high integrity leadership.
3. Five or more years senior nonprofit management experience.

4. Experience and skill in working with a Board of Directors.
5. Exceptional and proven writing ability, including grant writing skills.
6. Knowledge of the housing/community development field.
7. Knowledge and experience in working with public and private funders.
8. Passion for the mission of CHS and its programs.
9. High level strategic thinking and planning and ability to envision and convey CHS' strategic future to the board, staff, and funders.
10. Demonstrated ability to oversee and collaborate with a diverse staff.
11. Proven fundraising experience and excellent donor relations skills and understanding of the broader funding community.
12. Solid organizational abilities, including planning, delegating, program development, and task facilitation.
13. Strong financial management skills, including budget preparation, analysis, decision making and reporting.

Community Housing Solutions is an equal opportunity employer.

Please send cover letter and resume as a pdf via email to andyn@commhousingsolutions.org
(Subject: Executive Director Search) or mail to:

Community Housing Solutions
12114 Larchmere Boulevard
Cleveland, Ohio 44120
Attn: Executive Director Search Committee