

NORTH COAST COMMUNITY HOMES

JOB DESCRIPTION: Chief Executive Officer

North Coast Community Homes provides high quality, community-based homes throughout Cuyahoga, Summit, Lake, Stark, Erie, and Ottawa Counties for people with developmental disabilities, severe mental illness, and other disabilities. With the support of many donors, volunteers, and professionals, we have developed and manage more than 230 community-based homes serving more than 1,000 men and women since 1984.

POSITION SUMMARY:

The Chief Executive Officer of North Coast Community Homes reports to the Board of Directors and is responsible for the organization's achievement of its mission and financial objectives. Develops and provides oversight on all aspects of operations of the organization including: hiring of staff, fundraising, housing development and management.

SCOPE:

Has overall responsibility to ensure that programs of the organization are clearly stated and that program activities are focused on achievement of stated goals.

- Reports to the Board of Directors and has primary responsibility for supervising NCCH staff (currently 27 reports) and setting the overall tone for the implementation of its mission
- Has the day-to-day responsibility for managing the operations of the organization, which includes the parent non-profit company, as well a for-profit subsidiary, Caerus, LLC, whose property management and remodeling services support the non-profit mission
- Implements the policy and strategy directives set by the Board of Directors and assumes the overall leadership role in guiding all administrative, fiscal, development, property management, marketing and resource development activities of the organization

ESSENTIAL DUTIES & RESPONSIBILITIES:

A. Property Development and Management

The CEO will plan for the development and management of all properties owned or managed by NCCH:

- Secure necessary funding to develop and maintain properties.
- Submit grant requests as appropriate to Federal, State, Local governmental agencies and community foundations

- Develop and implement practices to assure that all properties are safe, well maintained and, to the best extent possible, affordable for the intended tenants
- Work closely with all governmental agencies and community foundations to submit applications for funding and submit reports as required by law or rule
- Develop and implement evaluations of the activities of NCCH and periodically assess the satisfaction of tenants

B. Fiscal Management

The CEO will assist, advise, and act for the Board of Directors in the following:

- Develop an annual budget for review and approval by the Board; ensure that expenditures are within the budgeted amounts; and prepare budget revisions as needed through the year
- Work with staff to achieve fundraising targets set by the Board
- Serve as the primary approver of checks on behalf of the agency with dual approval as required by policy
- Authorize purchases, contracts for services, and payments within parameters set forth in the by-laws and financial policies
- Maintain an inventory of agency property and ensure its protection
- Assure that all contracts entered by the organization are faithfully executed

C. Human Resources

The CEO is authorized to manage all employment matters, subject to the organization's Employee Policies, and to report related actions as necessary to the Board:

- Recruit, hire, staff, and supervise department heads and other staff not under the supervision of department heads
- Ensure that performance evaluations of all staff are completed according to the Employee Policies
- Promote, demote, impose disciplinary action, and take exit interviews, in accordance with the Employee Manual
- Periodically review and update Employee Policies and all job descriptions for Board consideration

D. Fundraising/Development

The CEO will manage the organization's fundraising and development efforts:

- Supervise development staff and related work
- Lead fundraising galas and special events
- Implement Board fundraising strategy by setting goals, policies and directions for annual fundraising, development and endowment expansion activities
- Meet with potential donors and fundraising partners
- Engage the community through public speaking and writing on behalf of NCCH

E. Other Duties as Assigned

The CEO shall perform other duties as prescribed by the NCCH Board of Directors.

EDUCATION AND/OR EXPERIENCE:

- An undergraduate degree from an accredited college or university required
- Post graduate degree and/or additional training/certifications in management preferred
- 10 or more years of leadership/management experience preferred
- Prior non-profit leadership/management experience preferred
- Experience in the development and/or management of special needs housing preferred
- Previous experience in fundraising activities is preferred

KNOWLEDGE, SKILLS/ABILITIES:

Knowledge, skills/abilities listed below are the requirements needed to be proficient in the job.

- Ability to establish strategic direction, create business plans and provide operational oversight to ensure goals are achieved
- Talent development, coaching and mentoring skills for improved performance and career success
- Critical thinking skills and the ability to synthesize complex business/functional data and develop effective solutions
- Process management skills and the ability to organize people and activities, drive for results and identify synergies
- Excellent communication skills (written/verbal) with the ability to influence and persuade and deliver difficult messages
- Formal presentation skills and ability to use a variety of techniques to present information, including data and trends, to a variety of audiences, internal or external
- Financial management skills including budgeting, forecasting, strategic planning
- Business management and operations skills including organizational development, business strategy, process improvement and business analysis

For consideration, interested candidates should submit your CONFIDENTIAL cover letter and resume. Your cover letter must address your experience and qualifications being sought. Send materials to: execsearch@ncch.org "ATTN: NCCH CEO Search" in the subject line. Electronic submissions highly preferred. Interested individuals are encouraged to apply immediately. Please visit: www.ncch.org for more information about the organization.