



EXECUTIVE DIRECTOR POSITION PROFILE

TITLE: Executive Director
REPORTS TO: Board of Directors
POSITION: Exempt/Full Time

Community Home Trust located in Chapel Hill, North Carolina seeks a visionary, kindhearted, passionate, innovative Executive Director with proven nonprofit leadership and management skills. The ideal candidate will have demonstrated experience in the following:

- Managing affordable housing programs, including but not limited to development, stewardship, rental, and real estate financing
- Building relationships and collaborating with local governments, community partners and developers
- Fundraising and cultivating donor relationships
- Expanding and developing nonprofit organizations
- Working with a diverse Board of Directors
- Working across multiple cultures to create inclusive and equitable programs

Community Home Trust (CHT) seeks to strengthen the Orange County community with permanently affordable housing opportunities. Through its homeownership program, homes can accrue limited appreciation each year, preserving affordability for future generations while allowing current homeowners to build equity. While CHT retains title to each property, ownership is conveyed using a renewable 99-year ground lease. Community Home Trust sold its first home in June 2000. The incomes of most CHT homeowners ranges from 65% to 115% of AMI.

In December 2017, the Home Trust acquired the Landings at Winmore, a 58-unit affordable rental development in Carrboro, North Carolina. The tenants at the Landings earn less than 60% of the area median income; section 8 vouchers are accepted. Combined, CHT has 320 permanently affordable homes in Chapel Hill and Carrboro.

PRIMARY FUNCTIONS: The Executive Director (ED) is responsible for building relationships across diverse cultures and stakeholders. These stakeholders include local government staff and elected officials, donors, staff, community partners, developers, tenants, and homeowners. The ED is responsible for advocating for affordable housing strategies and policies; providing leadership and support to the Board of Directors in attaining and allocating resources; implementing programs; establishing program oversight and evaluation and providing leadership and direction to staff.

The ED ensures the long-term sustainability and effective execution of CHT's mission. The ED is the organizational leader, who must have a strong working relationship with the staff, particularly the Director of Operations and Finance who oversees the work of the organization, including programs, finance and staffing.

KEY ROLES: (Essential Job Responsibilities):

Leadership

- Support the organization's mission and vision
- Provide leadership and direction to staff to ensure the effective operation and delivery of programs
- Ensure the implementation of programs, services and activities that meet the requirements of all grants and funding
- Be actively involved in all community conversations about affordable housing
- Demonstrate leadership in affordable housing policy at the local, regional and national levels

Resource Management

- Ensure the annual budget is funded and the organization has adequate cash flow
- Monitor the annual budget in collaboration with financial management staff and the Board Finance Committee
- Develop robust and diverse funding strategies; participate in cultivation and solicitation visits with development staff and board members
- Create and maintain strategic alliances and collaborative partnerships with organizations, community leaders and local officials

Strategic Planning & Board Development

- Oversee the implementation of the board's strategic plan
- Identify opportunities for growth and improvement
- Ensure the Board of Directors are trained on organizational policies and programs
- Actively engage with the entire board and with each individual board member to maximize board member contributions to CHT's success
- Maintain a consistent emphasis on the importance of equity and inclusion
- Provide innovation, advocacy and new ideas to preserve and grow the affordable housing inventory

EDUCATION/EXPERIENCE/SKILLS/KNOWLEDGE REQUIRED:

- Required experience:
 - Bachelor's degree from an accredited college or university
 - Minimum 7 years of non-profit senior management
 - Minimum 7 years in affordable housing
 - Minimum 7 years of fundraising
- Preferred experience:
 - Master's Degree from an accredited college or university in relevant field, such as Business Administration, Public Administration or Non-Profit Management
 - 7 or more years managing people
 - 7 or more years of executive level strategic management
- Proven leadership skills, including negotiation, problem solving, decision making and delegation
- Comfortable with real estate finance and capable of working with local governments
- Past success working with a board of directors
- Commitment to quality, outcome-based programs and data-driven program evaluation
- Demonstrable success in fundraising
- Excellence in organizational management and time management with the ability to coach staff, manage, and develop high-performance teams
- Strong written and oral communication skills; a persuasive and passionate communicator with excellent interpersonal skills
- Action-oriented, entrepreneurial, self-directed, adaptable, and with an innovative approach to business planning
- Ability to work effectively in collaboration with diverse groups of people

It is the policy of the Community Home Trust to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age or disability.

SALARY: Commensurate with experience

APPLICATION PROCESS:

Armstrong McGuire & Associates, based in Raleigh, NC is conducting this search. To apply, click on the link to the Community Home Trust position profile at www.ArmstrongMcGuire.com/apply. You will see instructions for uploading your cover letter, resume and professional references. In case of any technical problems, contact april@armstrongmcguire.com.

Review of candidates will begin immediately and continue until the position has been filled.