

# COMMUNITY HOUSING PARTNERSHIP

## SOLUTIONS TO HOMELESSNESS

### **JOB ANNOUNCEMENT**

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### **EXECUTIVE DIRECTOR**

#### **JOB SUMMARY**

Community Housing Partnership seeks a dynamic, principled and highly skilled executive to provide leadership, vision and top quality management. Community Housing Partnership is a very successful and nationally recognized nonprofit organization that helps adults, families and communities move beyond homelessness. The Executive Director will be skilled in partnering with a motivated, community-based Board of Directors that provides support, leadership, and guidance. S/he will also be well-equipped to work hand-in-hand with a seasoned management team, dedicated staff, activist tenants, and community partners.

The Executive Director will support and embrace Community Housing Partnership's mission, goals and values while finding new ways to further the agency's growth and development. This is an exciting opportunity for a committed, hard-working and self-motivated individual to lead an organization that is considered one of the best supportive housing providers in the country.

#### **AGENCY DESCRIPTION**

Community Housing Partnership creates, implements, and demonstrates solutions to homelessness in San Francisco. To achieve this mission, Community Housing Partnership develops and operates high quality permanent affordable housing with comprehensive support services. Community Housing Partnership currently owns and/or operates ten housing sites that serve formerly homeless adults and families and has three new projects in the pipeline. Community Housing Partnership also engages in community and economic development through its certified job training programs, a community organizing project and a social enterprise that employs formerly homeless adults. Community Housing Partnership recently launched the Treatment and Supportive Housing Program, an outpatient substance abuse and mental health treatment program to assist its tenants who struggle with those issues.

While Community Housing Partnership provides high-quality housing and services, it is the organization's mission, culture and values that provide the basis for its success. Central to the organization's design and operations is the belief that low-income and formerly homeless people must play a leadership role in the solutions that impact their lives and their communities. Since its founding by two advocacy organizations in 1990, Community Housing Partnership has organized around issues of homelessness and poverty.

During the eight-year tenure of the outgoing Executive Director, Community Housing Partnership experienced tremendous yet well-planned growth, quadrupling the size and scope of the organization by adding new services, innovative programs and over 500 units of housing. More significant is the fact that the Community Housing Partnership has achieved an unprecedented 98% housing retention rate and 75% job placement rate among the formerly homeless adults and families it serves. Community Housing Partnership is financially stable

with an annual operating budget of approximately \$15 million and reserves appropriate for its size and scope. The organization has an outstanding staff of over 200 people, over half of whom were once homeless. For more information, visit [www.chp-sf.org](http://www.chp-sf.org).

## **KEY RESPONSIBILITIES**

- Provides hands-on management to ensure a high level of organizational performance and program delivery.
- Explores and pursues new opportunities for organizational growth, development and innovation.
- Supports the senior management team in the operations of the organization's five departments.
- Ensures the adequacy and soundness of Community Housing Partnership's finances by providing reliable financial planning and management in partnership with the Deputy Director and Director of Finance.
- Provides advocacy and leadership in working with government agencies, elected officials, community organizations and other stakeholders to impact policies that affect homeless and low income people.
- Works closely with the staff and the Board of Directors on fundraising.
- Collaborates with the staff and the Board of Directors on housing development by monitoring current projects and actively pursuing new ones.
- Leads strategic planning efforts in partnership with the Board of Directors, tenants, staff and other stakeholders.
- Ensures visibility and positive public relations for the agency while demonstrating steadfast commitment to Community Housing Partnership's values.
- Maintains a positive working environment and provides opportunities for staff development.
- Meets regularly with tenants and program participants to get input while encouraging their involvement in the organization.
- Works closely with the Board of Directors, staff, and tenants on accountability and governance.
- Leads and manages the organization in a manner consistent with its mission, values and culture.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- A minimum of 5 years of senior level management experience at a nonprofit organization of similar size and complexity.
- A professional history that demonstrates an understanding of property management, social services, community organizing and social enterprise.
- Substantial experience in maintaining the financial viability and oversight of a large, community-based nonprofit.
- Demonstrated ability to understand the complexities of affordable housing and successfully pursue new development opportunities.

- Proven ability to communicate effectively, manage information, execute on plans and ensure accountability.
- Experience supervising professional staff from diverse backgrounds.
- Motivation, ability and vision to pursue new opportunities that will further the organization's mission.
- Experience with strategic planning and program development at an organization that works with low-income individuals.
- Demonstrated success in fundraising from individuals, corporations, and foundations.
- An understanding of how to successfully apply for and manage government funding including grants, contracts and housing subsidies.
- Experience and commitment to working effectively with low-income individuals and people from diverse backgrounds.
- Proven ability to work with, manage and lead a diverse staff in an organization that values collective input, team building, and staff development.
- Experience working successfully with a nonprofit Board of Directors.
- Ability to effectively advocate for social justice issues in a highly charged political environment.
- A strong track record of developing productive relationships with key government officials and other community leaders.
- Ability and desire to work collaboratively with a wide variety of individuals and organizations.
- Experience managing a unionized workforce preferred.

### **COMPENSATION**

Community Housing Partnership is offering a competitive salary for this position that is commensurate with the experience level needed to lead an organization of its size and budget. Community Housing Partnership also provides an excellent benefits package. Starting salary depends on experience.

### **APPLICATION PROCESS**

Executive Transitions, a program of CompassPoint Nonprofit Services, has been retained by Community Housing Partnership to conduct the candidate search. Applicants should send their resume, cover letter and salary history to [CHP.EDsearch@compasspoint.org](mailto:CHP.EDsearch@compasspoint.org) by December 16, 2009. Please reference "CHP ED Search" in the subject line. Resumes without a cover letter and salary history will not be considered. Qualified applicants will be subject to a background check as a condition of employment. The final hiring decision is anticipated in early February for a start date in April, 2010. It is anticipated that there will be 2 – 4 weeks of overlap with the current Executive Director.

*Community Housing Partnership is an Equal Opportunity Employer. Homeless and formerly homeless people, people with disabilities, women and people of color are encouraged to apply.*