



**San Francisco, CA
CHIEF EXECUTIVE OFFICER**

Our mission is to help homeless people secure housing and become self-sufficient.

At Community Housing Partnership (CHP), an organization founded by people formerly experiencing homelessness who have become staff and evolved the agency, we believe that – given the right support all people possess the capacity to achieve a high degree of self-sufficiency. CHP is an outcomes-focused non-profit service organization that fulfills its mission by developing, owning and managing “deeply” affordable housing, providing extensive resident services, and organizing communities for individuals experiencing homelessness and seniors and families to help them rebuild their lives and break the cycle of homelessness. Community Housing Partnership is financially stable with assets of \$44 million. CHP’s operating budget is \$24 million and has a staff of nearly 300 employees. CHP is a very prominent leader in the fight for supporting individuals experiencing homelessness in becoming housed community members. <https://www.chp-sf.org/>

POSITION OVERVIEW:

The Chief Executive Officer (CEO) leads and inspires vision and excellent mission impact for this high-profile organization, ensuring that homeless people get housing and stay housed. The forward-looking CEO will navigate the political waters, actively build and maintain external relationships with elected decision makers, real estate development and service partners, stakeholders and supporters. The CEO will lead a highly socially conscious, compassionate and hardworking staff of professionals who are vital in supporting individuals experiencing homelessness in becoming self-sufficient, the organization and its mission. Their common goal and collaboration with other nonprofits in the social nonprofit sector is to provide supportive housing for every homeless person in San Francisco. The specific areas of focus of the position includes working with the Board of Directors in strategic planning and goal development, fund development, advocacy, solid fiscal systems, management practices protocol and community relations.

RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

Sector Knowledge

- Understanding of and commitment to social justice and housing equality.

Leadership – Organizational, Strategic, Analytical

- Attract and inspire others to engage in the success of the CHP's mission to help individuals experiencing homelessness gain secure housing and become self-sufficient.
- Successfully lead staff and the Board in the development and implementation of organizational strategies, goals and systems that fulfill the mission of the organization.
- Oversight that assures compliance with governing regulations, laws and articles.
- Oversee strategic planning for the organization.

Real Estate Development

- Identify and assess opportunities for diverse types of acquisition and development of properties, new construction, and/or rehabilitation projects.

Finance

- Financial planning and management, including full responsibility for the annual budget development process to ensure meeting the projections of the agreed upon budget.
- Successfully continuing and enhancing CHP's relationship with government and financial institutions to ensure funding for housing and services for individuals experiencing homelessness.
- Financial planning and managing agency reserves, cash flow, and collections.

Fund Development and Resource Management

- Work with the Development Director and Board of Directors ensuring that fund development activities, government contracts, foundation and corporate grant programs, donor campaigns, and event planning processes are sufficient to meet strategic and budgetary goals.
- Establish and maintain relationships with investors and stakeholders.
- Source funding, investments and partnerships for the acquisition and or development of new supportive housing.
- Oversee the management of CHPS's affordable housing portfolio and service programming in collaboration with the CFO and Board of Directors.
- Establish and maintain relationships with investors and all stakeholders.

Government, Public Policy, Community

- Maintain and enhance the CHP's current working knowledge of the social and political environments affecting homelessness in the city and county of San Francisco.
- Work with staff and Board to develop and implement public advocacy strategies for a unique grassroots community organizing department that is a critical component of the CHP.
- Initiate, maintain and enhance public relations with San Francisco community organizations and representatives of city, state and national agencies.
- Oversee development, negotiation and maintenance of government and union contracts and relations.
- As primary contact direct CHP branding for media initiatives and responses to the CHP's role in advocacy and reduction in homeless.
- Engage in the community through events relating to and beneficial to the organization's mission.

Programs

- Working with management staff and the Board formulate and coordinate organizational program developments and policy changes that forward CHP's mission and goals.
- Ensure that resources are deployed for programs that achieve maximum effectiveness, efficiency, and lead to an evidenced reduction in homelessness.
- Work with the staff to create new, innovative programs.
- Partner with other service providers to strengthen county-wide initiatives and avoid duplication of services.

Staff Leadership

- Provide cohesive and collaborative leadership and guidance to senior staff in the management of their respective departments including program standards, fiscal issues, coordination of services and communications to ensure that the agency is accountable and is running soundly and effectively.

Board of Directors

- Work with the Board of Directors on strategic initiatives.
- Collaborate with, provide advice and counsel to the Board
- Deliver to Board accurate and timely financial, programmatic and organization information.
- Participate in the recruitment and orientation of new Board members who will engage and contribute to the success of the mission.
- Encourage and support Board of Directors in fundraising efforts.

QUALIFICATIONS and REQUIREMENTS

- A Bachelor's degree is required (social work, nonprofit administration, public health, or another program-related field). Master's degree or equivalent is strongly preferred.
- 10 years demonstrated experience in executive level nonprofit management of an organization similar in size and complexity.

Sector Knowledge

- Demonstrated understanding of affordable housing development, supportive housing and asset management.
- Demonstrated knowledge of current and trending homeless issues through experience, personal or extensive work experience.
- History of successful advocacy for individuals experiencing homelessness or a similar issue preferred.
- Preference will be given to experience and knowledge and oversight of nonprofit housing development acquisition and operations.
- Preference will be given to experience with employment and support services for people who have experienced homelessness or marginalization for any reason.
- Real estate development and affordable housing operations knowledge and/or experience
- Ability to organize differing community perspectives, inspiring and leading collaboration among them with success in advocating for social justice issues.
- Knowledge of San Francisco preferable, but ability to transfer knowledge of other major cities' cultural, social and political landscape bringing fresh eyes and information to enhance the successful impact of the CHP's mission.
- Demonstrated ability to manage the balance of competing interests on the political, advocacy and transactional landscape.

Leadership – Organizational, Strategic, Analytical

- Demonstrated ability to design, implement and coordinate strategies, programs and policies.
- Strong organizational skills including prioritization, setting expectations, delegations of duties and follow-up.
- Creative problem-solving skills with ability to respond expediently under pressure.
- Strong initiative and analytical skills with ability to work independently, in a team and in a community.
- Demonstrated success in assessing and understanding community relationships and fostering collaboration.
- Proven ability to bring together organizations in attaining a common goal in a political setting.

Real Estate Development

- Ability to identify and assess opportunities for diverse types of acquisition and development of properties, new construction, and/or rehabilitation projects.
 - Understanding of compliance issues and low-income housing and new markets (and how the same intersect with the San Francisco landscape).
 - Experience overseeing, or a solid understanding of, asset and property management operations, and finance.
 - Experience in creating supportive housing with new construction and/or existing housing projects will be a preference.

Finance

- Demonstrated understanding of nonprofit finance, affordable housing funding and software systems.
- Successful oversight of a finance team in the creation and management of a complex annual budget like the size of the CHP.
- Proven ability to recognize and act on financial opportunities and threats.

- Fiscal accountability; proven track record of managing complex budgets of at least \$10M operating budget and assets of \$10 million.
- Track record of maximizing both earned and contributed revenue streams.
- Strong organizational skills and a business orientation that leverages and maximizes resources.

Fund Development and Resource Management

- Extraordinary skills through relationship building including with a development team, major donors, government, public and private investors, and board members.
- Have an established network of maintained relationships who have supported organizations in which you have been involved due to your passion, expertise and ability to demonstrate the impact of their contributions.
- Demonstrated ability to articulate an organization's mission and vision and create opportunities for donors to witness the impact they are making with their gifts.

Government, Public Policy, Community

- Have a working knowledge of the social and political environments affecting homelessness in the city and county of San Francisco.
- Proven ability to work with a Board to develop and implement public advocacy strategies.
- Successful demonstration of Initiating, maintaining, and enhancing public relations with community organizations and representatives of city, state and national agencies. San Francisco experience is preferred.
- Familiarity with the development, negotiation and maintenance of government and union contracts and relations. Demonstrated experience preferred.
- Experience or working knowledge of branding for media initiatives and responses in advocacy and reduction in homelessness (preferred).
- Ability to engage in the community through events relating to and beneficial to the organization's mission.

Programs

- Has overseen, enhanced and created mission and vision focused programs that are competitive, efficient, collaborative, financially viable and measurably impactful.
- History of collaboration with other organizations with a similar mission in ways that enhance rather than duplicate services.

Staff Leadership

- Ability to manage department heads and senior leadership.
- Practiced in creating a work environment promoting inclusion in all its variations, that derives value from clients' and other people' different perspectives.
- Successful and effective leadership of a diverse, multi-disciplinary staff with emphasis on collective input, team building and training that is knowledgeable of and collaborative among departments.
- Demonstrated success in supporting a staff-centric culture that is measured by the well-being and longevity of its staff.
- A commitment to and success in increasing resources that allow sector competitive compensation, staff development and working environment.
- History of developing the skills of staff and volunteers by sharing insight and ideas, knowledge of new trends and programs and client success.
- Has successfully recruited, motivated, guided, developed, retained staffs who further the mission.

Board of Directors

- Experience working with a Board of Directors on strategic planning initiatives.
- Has successfully worked with a Board of Directors of an organization similar in size of CHP.
- Can provide references of support, collaboration with and success in the mission from members of a former or current Board of Directors.

Communication

- Excellent written and oral communication skills that build trust, inspire, and call people to action.
- Technical skills including complex computer programs.
- Ability to prepare and analyze computer-generated documents.

Salary commensurate with experience. CHP provides an excellent benefits package, including 100% employer paid employee health, dental, vision, life & disability insurance; commuter benefits; 403(b) investment opportunity; Employee Assistance Program; paid training; paid vacation; 13 paid holidays; and sick time.

Equal Opportunity Employer

Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records. Community Housing Partnership is an Equal Opportunity Employer without regard to formerly homeless people, race, color, creed, gender, gender expression, gender identity, religion, marital status, registered domestic partner status, sex (includes pregnancy, childbirth, breast feeding, and related medical conditions), sexual orientation, age, veteran status, national origin or ancestry, political affiliation, physical or mental disability, medical condition including genetic characteristics, or any other consideration made unlawful by federal, state, or local laws. Community Housing Partnership hiring policies require a background check for all applicants working directly with at-risk populations.

The Board of Directors of CHP thanks you for your interest in our organization and this position.

Apply in email to candidate@janssenrecruiting.com

In the Subject line of the email put your **Last name and CHP**. Email in separate word documents, your resume and a cover letter to candidate@janssenrecruiting.com. Please include your LinkedIn profile URL. Applications will be accepted until filled.

By applying for this position, you agree that you have read the Job Description and this notice: All applicants will be considered. Only those whose skills and experience most closely fit the requirements will be contacted. If you do not hear from us, we will keep your resume on file. We will not release your resume or contact information without your permission. Your candidacy will be held in the strictest confidence. Thank you. www.janssenrecruiting.com

