



Homeownership builds Strong Families; Strong Families build Stable Neighborhoods; Stable Neighborhoods build Dynamic, Healthy Communities.

The mission of Neighborhood Housing Services of Greater Berks, Inc. (NHS) is to facilitate and provide 'affordable housing' programs and initiatives that will expand home ownership opportunities for all people of Berks County, especially low to moderate income families, and will contribute to the revitalization of our neighborhoods and the greater community.

Job Posting

Title: Executive Director/Chief Executive Officer (CEO)

Classification: Full Time/Exempt

Pay Info: Salary commensurate with experience

How to apply: Send letter of interest along with a professional resume to:

Lucy Cortez
President, Board of Directors
Lcortez,@communityfirstfund.org

Job Description Attached

Neighborhood Housing Services of Greater Berks, Inc.

Job Description

Title of Position: Executive Director/Chief Executive Officer (CEO)

Classification: Full Time, Exempt

Reports to: Board of Directors

Supervises: Director of Neighborhood Building, Homeownership Center Manager, Rehab Specialist, Senior Mortgage Lender, Bilingual Mortgage Processor, Bilingual Housing Counselor, Special Project Manager, Delinquency Counselor/Intake Specialist, Fiscal Resource Specialist, Operations Assistant and the Staff Assistant.

OVERVIEW:

Under the general direction of the board of directors, the Executive Director is the key management leader of the Neighborhood Housing Services of Greater Berks, Inc.. The Executive Director serves as the chief executive officer and is responsible for overseeing the administration, programs, strategic plan and overall success of the organization. Other key duties include fundraising, marketing, and community outreach. All operations are conducted in accordance with all existing policies, procedures and regulations and in accord with the Mission and Values of the Company.

GENERAL RESPONSIBILITIES:

Board Governance: Works with board in order to fulfill the organizations mission.

- Responsible for leading the organization in a manner that supports and guides the organization's philosophy, mission, vision, objectives and goals, as defined by the Board of Directors.
- 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.
- Attends and participates in agency meetings and events such as Board of Director meetings, sub-committee meetings, and community events.

Financial Performance and Viability: Develops resources sufficient to ensure the financial health of the organization.

- Responsible for the fiscal integrity of the organization, to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
- Responsible for fundraising and developing other resources necessary to support the organization's mission.
- Responsible to work with the Board in developing an annual business plan, long-term strategic plan and in achieving the annual goals and objectives.

- Responsible for overseeing the development of an annual budget and effective financial record keeping systems, internal financial control and other financial management procedures.
- Ensures compliance with all contracts and funding agreements.

Organization Mission and Strategy: Works with board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.

- Responsible to provide proactive, entrepreneurial leadership to assist in identifying and exploring opportunities to collaboratively or unilaterally expand services that advance the mission and strategic goals of the organization.
- Responsible for the enhancement of the organization's image by being active and visible in the community and by working closely with other professional, civic and private organizations.
- Responsible to maintain a climate that attracts and motivates top quality individuals, both professional and/or volunteers.

Organization Operations: Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.

- Responsible for the effective administration of the organization's operations.
- Maintains a thorough understanding of the organization's policies and procedures, federal and state policies, regulations and directives; advises staff regarding updates or modifications as appropriate.
- Responsible for the hiring and retention of competent, qualified staff.
- Ensures the development and implementation of personnel training and development plans and programs that will provide the human resources necessary for the achievement of the organization's mission.
- Responsible for overseeing and setting production goals for client services.
- Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization.
- Responsible for overseeing and monitoring effective Information Systems with appropriate hardware and software to enhance the ability to achieve the organizations mission.

JOB RESPONSIBILITIES:

1. Planning and operation of annual budget.
2. Establishing employment and administrative policies and procedures for all functions and for the day-to-day operation of the nonprofit.
3. Serving as the organization's primary spokesperson to its constituents, the media and the general public.
4. Establish and maintain relationships with various organizations throughout the state and utilize those relationships to strategically enhance the organization's Mission.
5. Report to and work closely with the Board of Directors to seek their involvement in policy decisions, fundraising and to increase the overall visibility of the Foundation throughout the State.
6. Supervise and collaborate with organization's staff.
7. Strategic planning and implementation.
8. Oversee organization Board and committee meetings.
9. Oversee marketing and other communications efforts.
10. Review and approve contracts for services.
11. Other duties as assigned by the Board of Directors.

SUPERVISORY RESPONSIBILITIES:

Non-Exempt:

Exempt:

PROFESSIONAL QUALIFICATIONS:

- A bachelor's degree in Planning, Business, Social Sciences, or related field
- Transparent and high integrity leadership
- Five or more years senior nonprofit management experience
- Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting
- Strong organizational abilities including planning, delegating, program development and task facilitation
- Ability to convey a vision of the organization's strategic future to staff, board, volunteers and donors
- Skills to collaborate with and motivate board members and other volunteers
- Strong written and oral communication skills
- Ability to interface and engage diversity, working effectively with individuals from multiple socioeconomic strata, diverse backgrounds, foundations, government entities, private sector funders, and consultants
- Demonstrated ability to oversee and collaborate with staff
- Strong public speaking ability

REQUIRED LICENSES, CERTIFICATES OR KNOWLEDGE:

- Knowledge of fundraising strategies, donor relations, and government funding sources unique to nonprofit sector for community revitalization and development.
- Knowledge of real estate development, lending, urban planning, project financing and government programs and regulations pertaining to housing.
- Knowledge of community resources.
- Knowledge of trends and critical issues facing small and medium-sized nonprofit organizations and a commitment to serving their needs.

MINIMUM EMPLOYMENT REQUIREMENTS:

- Automobile
- Valid PA driver's license and acceptable motor vehicle record check
- Act 33, Act 34 & Act 73 Clearances
- Social Security Card
- Immigration/Naturalization (I-9)
- Drug Screening

WORKING CONDITIONS:

- In office work performing concurrent, varied tasks.
- Daily travel throughout Berks County and surrounding areas, as well as occasional travel to statewide meetings.

SAFETY HAZARDS OF THE JOB:

- Minimal hazards, general office working conditions.