



**Housing First, Inc.
3929 Airport Blvd.
Building 3, Suite 200
Mobile, Alabama 36609
251-450-3345 Office**

**JOB DESCRIPTION
JOB TITLE: CHIEF EXECUTIVE OFFICER
HOUSING FIRST, INC.**

DEPARTMENT: Administration

REPORTS TO: Board of Directors

EFFECTIVE DATE: February 2019

POSITION SUMMARY:

The Chief Executive Officer reports to the Board of Directors and has the leadership responsibility for the Agency's strategic direction, financial stability, community relations, staffing, development, planning, training, facilities, operations, communications, and technology systems. The CEO is also responsible for conformity of staff with policies adopted by the Board of Directors.

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ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. The CEO must have the competencies, skills and prove leadership ability to successfully carry out the Agency's mission, goals, and vision for serving the community.
2. This position requires a team player with the ability to effectively work with stockholders in the community, staff and volunteers.
3. A key competency requirement of the CEO is the ability to attract, hire and retain diverse and competent team of staff and volunteers.
4. Ability to understand change and lead the agency through change to growth and success.
5. Sound grasp of the philosophy and principles of administration in a voluntary, service, non-profit membership agency committed to the greater good.
6. Ability to interpret the mission, vision and goals of the Agency and translate them into meaningful programmatic initiatives.
7. Through understanding of policy formulation processes and Board development.
8. Solid foundation in financial development, annual support and grant writing.
9. Knowledge to bring new technology, budget administration, records and information systems management to the Agency.
10. Proven success in creating, skillfully leading, organizing and overseeing staff and volunteers with diverse personalities.
11. Ability to delegate work and assign tasks while putting into place solid administrative procedures to keep the organization's operations running smoothly, efficiently and effectively.
12. Skills that maximize efficiency of department heads and program directors responsible for managing their own operations and personnel.

13. Ability to develop, implement and maintain internal controls according to the policies and procedures of the Agency.
14. Ability to administer the Agency within budgeting provisions and maintain adequate system for proper accounting of funds.
15. Ability to demonstrate effective communication skills throughout organization from Board to Staff level.

QUALIFICATIONS AND SPECIFIC JOB REQUIREMENTS:

1. A Bachelor's Degree is required and a Master's Degree is preferred; prior non-profit experience is a must.
2. At least three years of experience as a leader with administrative and operational competencies in strategic planning, marketing, membership development, finance, administration, human relations, development and operations.
3. Experience in building successful infrastructure in a complex organization.
4. Excellence in organizational management with the ability to coach staff, manage, and develop high-performance teams, set and achieve strategic objectives, and manage a budget.
5. Past success working with a Board of Directors with the ability to cultivate existing board member relationships.
6. Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills; confidential communication is a hallmark of operation.
7. Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning.
8. Passion, idealism, integrity, positive attitude, mission-driven, and self-directed.
9. Excellent coalition building skills with an ability to communicate and work effectively with a variety of internal and external stakeholders; a persuasive negotiator able to achieve consensus amongst differing opinions.
10. Strong commitment to the professional development of staff; successful track record of recruiting and retaining a diverse team; ability to coach, manage and develop high-performance teams.
11. Ability to read, analyze and interpret complex documents.

12. Ability to respond effectively to the most sensitive inquiries or complaints.
13. Ability to apply advanced mathematical situations. Must be able to apply mathematical operation to such tasks as budget preparation and program planning.
14. Ability to meet physical demands of this position which include mobility for travel to conferences, touring facilities, properties and participating in promotional and special events sponsored by the Agency.

MACHINE/EQUIPMENT/SOFTWARE USED:

1. Computer
2. Copy Machine
3. Fax
4. Telephone
5. Calculator
6. HMIS

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DEMONSTRATED COMPETENCE:

1. Knowledgeable in all areas of Administration
2. Knowledgeable in finance, budgeting and financial literacy
3. Knowledgeable in HUD housing programs for low income families
4. Demonstrates adaptability to performing a variety of duties, occasionally changing from one task to another without loss of efficiency
5. Demonstrates competent computer skills, including use of Microsoft Office word processing
6. Ability to comprehend and follow oral and / or written directions
7. Ability to conduct detailed analytical evaluations and prepare related recommendations.

WORKING ENVIRONMENT:

1. Ability to work with diverse personalities
2. Ability to be tactful and flexible
3. High energy level
4. Comfortable performing multi-faceted projects in conjunction with day-to-day activities
5. Good reasoning abilities and sound judgment

MARGINAL FUNCTIONS:

1. Sitting for two or more hours
2. Standing for two or more hours
3. Stooping for two or more hours
4. Lifting of Boxes, no more than 20 pounds

PHYSICAL DEMANDS:

The physical demands described on this form are representative of those that must be met by an employee to successfully perform the essential functions of this job.

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This is not an employment contract.

This job description is not, nor is it intended to constitute a contract of employment between the Housing First, Inc. and the employee engaged to perform the job described herein (“Employee”). Housing First, Inc. reserves its full rights as the employer and the relationship between the Housing First, Inc. and the employee is intended to be one of employment at will meaning that both Housing First, Inc. and the employee shall have the same rights to terminate the employment relationship at any time, without prior notice and either with or without cause. Housing First, Inc. further reserves the right to amend all or any portion of this job description (including, but not limited to, the duties, responsibilities and requirements for the job) at any time and from time to time without prior notice to employee.

Signature

Date