



Highlands Housing

CORPORATION

JOB TITLE: President & CEO
STATUS: Regular/Full-Time Position
DIRECT REPORT: Highlands Housing Corporation Board of Directors

Job Posting:

Nonprofit housing organization seeks President/CEO with vision, experience, passion, and proven leadership to carry forward its mission of providing well-built, energy-efficient, affordable housing and equitable financing to its 9-county service area. Send resume to info@hhfirst.org.

Overview:

The President/CEO will serve as community leader, advocate, and liaison for the communities we serve. The ideal candidate for the position will have the requisite aptitude and acumen to provide strategic and operational direction, with a successful track record in the energy-efficient construction and financing of affordable housing, economic development, marketing, community-building, and non-profit management.

Exceptional organizational, communication, leadership, fundraising, and relationship-building skills are essential, as is a keen interest in improving the economic vitality of eastern and southeastern Kentucky and the livelihood of her people.

Founded in 2007 and located in London, Kentucky, Highlands Housing Corporation has initiated a vibrant transformation of affordable housing in its 9-county service area, which includes:

- Providing affordable housing to more than 175 families
- Adding \$18.4m to the local tax base
- Generating \$2.5m new investments in housing production
- Closing \$14.2m in USDA/Direct loans
- Acquiring nearly \$2m in private funding

And we are just getting started. Our goal is to provide at least 30 homes per year to families in our service area.



Highlands Housing Corporation
362 Old Whitley Road ~ London, KY 40741
Email: info@hhfirst.org ~ Website: www.hhfirst.org



Position Summary:

The President is the Chief Executive Officer of the Corporation and is responsible for providing broad strategic direction as well as management expertise to Highlands Housing Corporation (HHC) staff in order to carry out the mission and goals articulated by the HHC Board of Directors.

Duties and Responsibilities:

1. Collaborating with the HHC board of directors to create and implement HHC's strategic direction:
 - Staff the board of directors and its committees, and encourage continued growth in the board's capacity and expertise
 - Communicate effectively with the board on issues impacting the organization
2. Leading HHC into a vibrant and successful future:
 - Be a champion of affordable housing and work to provide innovative solutions to housing in our communities
 - Manage all day-to-day operations of the organization, including managing staff reporting directly to the President & CEO
 - Direct the efforts of individual and teams to achieve the outcomes necessary to carry out HHC's mission and strategic direction
 - Manage HHC's key external relationships which include Kentucky Highlands, Fahe, USDA/RD, Kentucky Housing Corporation, Housing Assistance Council and the Federal Home Loan Bank of Cincinnati
3. Engaging with the communities served by HHC:
 - Represent HHC in a variety of forums and to a variety of stakeholders, including funders, program partners and potential customers
 - Develop/expand HHC's outreach to the communities HHC serves
 - Foster opportunities for community members to participate in HHC's work
4. Institute and maintain high standards of accountability
 - Ensure organizational financial well-being, including proposing an annual fiscal year budget to the HHC board of directors for approval and ensuring that the HHC board of directors receives periodic financial reports of HHC's financial performance
 - Ensure that adequate systems are created and maintained, necessary to carry out the organization's work and comply with funder covenants and expectations
 - Maintain a performance evaluations system which aids staff in continual improvement by celebrating areas of strength and identifying areas for growth in capacity and expertise
5. Other duties and responsibilities as assigned by the Board of Directors.

Preferred Knowledge & Experience:

1. Knowledge of, and commitment to serving, the communities served by HHC
2. Experience in development, finance, and/or management of affordable housing programs and properties; and working knowledge of affordable housing funding.
3. An ability to work with and lead/manage personnel
4. Excellent written and oral communication skills
5. Intermediate knowledge of effective communication through traditional media, social media, advertising, and public relations as they relate to operations.