



POSITION SPECIFICATION

**PRESIDENT & CHIEF
EXECUTIVE OFFICER (CEO)**
Christian Church Homes
Oakland, CA

Leadership Search Partners

is a search firm focused exclusively on the nonprofit sector. As a division of Brakeley Briscoe, Inc. (BBI), the San Francisco Bay Area-based firm works with local, national, and international nonprofits to help them hire exceptional senior-level leaders.

Managing Director & Principal Scott Staub
is leading this search assignment. Inquiries may be made, in confidence, to Scott Staub at scott@leadershipsearch.com.



TITLE: President & Chief Executive Officer (CEO)
ORGANIZATION: Christian Church Homes, Inc. (CCH)
LOCATION: Oakland, CA
REPORTS TO: Board of Directors

ABOUT THE ORGANIZATION

Established in 1961 and headquartered in Oakland, California, Christian Church Homes (CCH) is an affordable housing nonprofit that focuses on independent living for very low income seniors; CCH was founded by the Christian Church (Disciples of Christ), a mainline, congregationally governed, Protestant denomination.

Since its founding, CCH has been building and managing affordable housing communities where low income seniors can live and thrive in the comfort of their own homes. CCH attributes its success to its philosophy with a variety of religious and secular organizations. CCH has now grown to 61 caring communities that are “More Than a Home” to residents in nine states.

The mission of CCH is “to provide affordable quality housing in caring communities.” CCH appreciates that its residents and staff are diverse in terms of socioeconomic status, race, religion, culture, gender identity, and sexual orientation. Thanks to this appreciation, CCH has attained a level of diversity to which many organizations aspire. Thus, diversity and inclusion are not merely data points, but the way CCH lives through its intentional relationships and diversity of thought.

ABOUT THE OPPORTUNITY

CCH is extremely well positioned to continue its program of providing housing for low income seniors across North America. With the approaching “Silver Tsunami,” affordable housing for seniors is becoming more and more important. CCH has a solid base of support, a model for renovating existing structures and building new ones, and a vast network across the country.

The CCH Board of Directors is seeking a new President & Chief Executive Officer (CEO) to succeed its long term leader, Don Stump. This is an excellent opportunity for a nonprofit, executive leader to take the organization to CCH’s next phase of growth.

CCH headquarters is located in Oakland, CA, a vibrant and diverse city in the San Francisco Bay Area. CCH is very financially stable and highly regarded in the senior housing community.



CCH enjoys a dedicated board of directors who are appropriately engaged in the governance of the agency. The next CEO has an opportunity to truly make a difference in the quality and sustainability in the lives of low-income seniors.

Responsibilities and Major Areas of Accountability

Reporting to the Board of Directors, the CEO will spearhead the planning, funding, and implementation of existing programs and new projects that continue to provide additional affordable housing to seniors across the country.

Leadership and Governance: The CEO will seek opportunities to grow CCH through a combination of grants, equity, real estate, and other means. With the Board of Directors, staff and stakeholders, the CEO will develop and implement the strategic plan for the organization to dovetail with the mission, vision, culture and values of CCH; s/he will provide support and direction to the Board and its committees in the areas of planning, policy-making, and oversight.

Program Planning and Resources Development: In cooperation with other senior CCH staff and the Board, the CEO will explore opportunities for new business in real estate development, acquisitions, property management, and consulting; s/he will oversee development and construction of new affordable senior housing sites and secure additional housing management contracts when feasible.

The CEO will be responsible for the fiscal integrity and risk management of CCH, primarily in the areas of new project development, ongoing projects, audits, asset management, and human resources. S/he will be responsible for fundraising and developing other resources necessary to support CCH's mission.

Advocacy and Promotion: The CEO will actively participate in Christian Church (Disciples of Christ) and related conferences activities; s/he will create opportunities to spearhead mutually beneficial programs in the public sphere and actively participate in leadership of affiliated organizations. As well, the CEO is expected to enhance CCH's image through attendance at workshops and conferences with special attention to providing leadership and speaking opportunities within groups such as Leading Age, Association of Housing Management Agents (AHMA), Institute of Real Estate Management (IREM), Non-Profit Housing (NPH), and Housing California.

The CEO will build and maintain positive relations with all federal, state, and local government housing agencies, and with local community groups where building sites are or may be located in the future.



Management: The CEO will work within CCH's three corporations: "CCH" as a parent company, and CCH Development Corp & CCH Management Corp as supporting companies. S/he will direct corporate and organization compliance with all federal, state, and local entities, including the U.S. Department of Housing and Urban Development (HUD), Tax Credit Allocation Agency (TCAC), California Housing Finance Agency (CalHFA), and various Housing and Community Development (HCD) offices.

Professional Experience/Qualifications

Experience as an Executive in an Affordable Housing Nonprofit

- At least 8 years of progressively responsible management experience in a complex nonprofit focused on housing, social services, and/or services to seniors
- Track record of working successfully with local/state/federal government contracts such as HUD and/or federal assistance programs
- Knowledge of nonprofit Board of Directors governance practices through nonprofit board service and/or reporting to a board
- Experience applying for, negotiating, and securing grants in the affordable housing arena
- Demonstrated ability to pursue outcome-oriented, mutually-beneficial partnerships with a diverse set of stakeholders for the purpose of promoting CCH's mission

Real Estate Development experience

- At least 8 years of experience in affordable housing development
- Ability to identify and assess opportunities for diverse types of acquisition and development of properties, new construction, and/or rehabilitation projects
- Deep understanding of compliance issues and tax credits
- Experience overseeing, or a solid understanding of, property management operations, and finance

Financial and Operations Management

- Fiscal accountability; proven track record of managing complex budgets of at least \$10M operating budget and assets of \$30M
- Track record of maximizing both earned and contributed revenue streams
- Strong organizational skills and a business orientation that leverages and maximizes resources
- Knowledge of appropriate systems and software

Desirable personality characteristics

- Transparent and high integrity leadership
- Strong organizational abilities including planning, delegating, program development, and task facilitation



- Ability to articulate the vision of CCH's strategic future to staff, board, volunteers, and donors
- Strong public speaking ability
- Ability to interface and engage diverse volunteer and donor groups
- Open door policy, people person
- Excellent, across-the-board communication skills
- Ability to take risks, be entrepreneurial
- Patience, sense of humor, and level-headed
- Inclination towards inclusive decision making
- Accountable to all stakeholders, the board and staff
- Ability to create and maintain a cohesive work culture in a geographically dispersed organization

Other

- Willingness to relocate to the Oakland, CA area and to travel up to 30%

Education

- Required: Bachelor's degree in Business Administration, Urban Planning, Real Estate Development, Architecture or another relevant field

Preferred

- Other certifications in senior housing such as a Certified Property Manager (CPM) or credentials in real estate finance or development
- Strong written and oral communication skills; competence with various types of technology used in the administration of property management and for government reporting
- Master's degree

COMPENSATION

Compensation commensurate with experience and other qualifications. Competitive benefits package includes health, dental, vision, life and disability insurances, PTO and either a 403(b) or a pension plan with a company contribution. Job transition and relocation costs to be negotiated.

TO APPLY

Leadership Search Partners is conducting this search on an exclusive basis on behalf of the CCH Board of Directors. Interested persons should apply via email by sending a letter outlining qualifications, brief bio, and resume as PDF or Word documents addressed to: **Chuck Blaisdell, Chair of the CCH CEO Search Committee**



Please email your information to Chelsea Burr at: chelsea@leadershipsearch.com with "CCH-CEO" in the subject line.

Inquiries may be made, in confidence, to Managing Director & Search Consultant, Scott Staub at Scott@leadershipsearch.com.

CCH is an Equal Opportunity Employer

LEADERSHIP SEARCH PARTNERS, a search firm owned by Brakeley Briscoe Inc., is focused exclusively on the nonprofit sector. Based in in the San Francisco Bay Area, the firm works with local, national, and international nonprofits to help them hire exceptional senior-level leaders. www.leadershipsearch.com.