



POSITION ANNOUNCEMENT

President & Chief Executive Officer

The National Housing Conference (NHC) seeks a dynamic, hands-on leader to head the organization.

NHC's Mission

Everyone in America has equal opportunity to live in a quality, affordable home in a thriving community. The National Housing Conference educates decision makers and the public about housing policies and practices that create and support thriving communities with quality homes that are affordable and accessible to all. We convene and collaborate with our diverse membership and the broader housing and community development sectors to advance our policy, research and communications initiatives that effect positive change at the federal, state and local levels.

Job Summary:

Reporting to the Board of Governors, the President and CEO is responsible for overall strategic vision, management, fundraising, policy leadership, advocacy, membership engagement and development, and administration of the National Housing Conference to ensure the organization achieves its mission as the big tent of housing organizations.

Specific Traits, Duties and Responsibilities:

POLICY/COMMUNICATIONS/RESEARCH:

- Monitor issues and inform NHC's membership about emerging issues of importance to housing.
- Network with other housing organizations.
- Lead the development and implementation of programs and services that meet community needs, and advance the mission, vision, and brand of NHC as a leader in housing policy, research, communications and coalition building.
- Plan and effectively lead NHC's signature convenings and events including the Solutions Conferences and the Gala.
- Obtain funding for and continue to deliver NHC's signature research products.

COMMUNITY RELATIONS:

- Represent NHC as the chief spokesperson and effectively represent its goals and mission to individuals, private foundations, government leaders, the media, sponsors and donors in order to attract the widest interest and support.
- Develop and maintain contacts with NHC members, policymakers and government officials and collaborate as necessary to promote initiatives and further NHC's agenda.
- Identify networking opportunities and attend these events independently, with Board members and with staff.

FINANCIAL:

- Ensure sufficient annual operating revenue is available and that development evolves to support ongoing operations.
- Supervise the bookkeeper/contract provider in performance of payroll and accounts payable functions.
- Develop and recommend annual budget for Board approval; manage the organization's resources within budget guidelines.
- Develop and maintain sound financial policies and practices.

MEMBERSHIP/FUNDRAISING:

- Secure new members and retain existing members from across the housing community.
- Secure new donors and continue to cultivate and nurture existing relationships with donors including individuals, foundations and corporations.
- Develop, implement, and oversee membership development and retention and fundraising projects (special events, direct solicitations, social media and other campaigns).
- Assume responsibility for grant-funded program activities, including writing proposals, reporting results, identifying potential new sources of funds, complying with all funding requirements, and monitoring and meeting key deadlines.
- Supervise and support development of communications with members, donors and other housing stakeholders.

HUMAN RESOURCES:

- Ensure personnel policies and procedures conform to current laws and regulations
- Develop and implement procedures and practices to ensure good management, administration and fiscal practices including:
 - Use of contract services as appropriate
 - Staff recruitment and orientation and retention
 - Hiring and termination
 - Training staff to efficiently fulfill their roles
 - Ensure that job descriptions consistently reflect current roles and responsibilities and conduct regular performance evaluations.

PUBLICITY & MARKETING:

- Be responsible for all communications representing the organization.
- Maximize public relations opportunities to bring attention to the importance of housing and to support and enhance NHC's image.
- Develop and implement marketing and communications strategies to ensure our mission, programs, and services are consistently presented with a strong, positive image and consistent branding.

Experience, Skills and Attributes:

Ideal candidates for this position will be passionate about National Housing Conference's mission of being a unified voice for housing. The ideal candidate will know the housing community and will have connections to industry trade associations, policy groups, industry participants, government agencies, think tanks, and foundations who are engaged on housing issues. The candidate should have excellent leadership and communication skills in order to develop, build and maintain strong relationships, advocate on key housing issues and raise funds for the organization. The President and CEO will be a hands-on organizational manager, taking personal leadership and top-level responsibility for the tasks necessary to run a successful membership organization.

The President and CEO should be an inspirational and collaborative team builder, with a facilitative leadership style and an ethic of transparency and openness.

Preferred qualifications include:

- A bachelor's degree, plus ten or more years progressively responsible experience in the housing industry, with five years' experience in a senior leadership role in the corporate, nonprofit or public sectors. Educational qualifications may be waived depending on work history.
- Demonstrated leadership skills in inspiring, empowering, and developing current and future staff to achieve strategic organizational goals. Demonstrated team-building skills.
- A proven track record of fundraising and relationship development; ability to successfully develop revenue sources within the limitations of the current housing policy funding landscape.
- Experience managing a budget and performing business and program management within an organization of a similar or greater size and complexity.
- Education and/or experience in housing policy matters.
- Excellent written, oral and social media communication skills at all levels, with staff, board, and community stakeholders, locally and remotely.
- Coalition building experience: Demonstrated effectiveness in inspiring support and confidence, in building and maintaining relationships among diverse community stakeholders and partners, to develop and implement collaborative strategies and plans.
- Ability and willingness to influence powerful personalities, and professionally and candidly communicate points of view to authority.

Working Conditions:

Work is typically performed in an office environment and in a variety of business settings among housing stakeholders and audiences. Work may also be performed in telework settings from home or other remote locations at times, A considerable amount of time will be spent in meetings, at a computer screen for extended periods, at NHC events, and speaking before public audiences. Frequent use of phones and e-mail will be required to communicate with stakeholders. Frequently works outside normal working hours. Travel out of town and out of state as appropriate to advance the organizational interests of NHC will be required.

Compensation:

Competitive salary and benefits

Application Process:

To apply, interested candidates should e-mail his or her resume and cover letter to the Search Committee at: jsmith@nhc.org.