

Approved:  
Executive Committee  
April 4, 2011

## Housing Opportunities Made Equal of Virginia, Inc.

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### POSITION DESCRIPTION

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**Position Title:** President and Chief Executive Officer

**Reports To:** Board of Directors

**Classification:** Exempt

#### Overview

The President and Chief Executive Officer (President/CEO) of Housing Opportunities Made Equal of Virginia, Inc. (HOME) plans, organizes, leads, directs, coordinates and controls the overall operations of the organization, adhering to the highest professional standards and consistent with the objectives and policies established by the Board of Directors. The President reports to the Board of Directors. The President/CEO has legal authority to carry out any and all directives of the Board of Directors.

#### Qualifications:

The President/CEO must have, at a minimum, a Bachelor's degree from an accredited college or university. Extensive experience in directing complex programs, preferably in a nonprofit organization, is required. Experience with fund development is essential. Knowledge of fair housing, experience successfully working with a board of directors, and public relations are desirable.

The President/CEO must demonstrate outstanding leadership, organizational and administrative skills. The position requires excellent oral and written communications skills and the ability to speak persuasively in public; communicate complex issues, data, and concepts clearly; think strategically and manage in a way that brings out the best in each employee; lead a high performance team; oversee multiple/complex projects; act independently and proactively and to adapt to changing circumstances; and to negotiate effectively and exercise judgment, tact and diplomacy.

#### Responsibilities:

##### **Strategic Management:**

Further the mission of HOME based on the strategic plan.

Responsible for the overall operation of the organization, ensuring that sound policies and procedures are adopted and implemented including strong financial controls, appropriate personnel policies, and compliance with all laws, regulations, and funder requirements.

Oversee the establishment of annual operating objectives which fulfill the mission and vision of the organization.

Ensure that all programs are effectively and efficiently managed and contributing to the objectives of the Strategic Plan, and that all programs and divisions provide mutual support and work cooperatively.

Ensure that HOME's fair housing programs are carried out in a way that meets the highest standards and maximizes the likelihood of success in the elimination of housing discrimination.

Ensure that HOME's advocacy activities are based on an accurate assessment of the needs of the community and the people HOME serves, and that they are conducted in a way that promotes HOME's reputation and credibility.

### **Board Relationships:**

Ensure that the Board of Directors has all information necessary about the state and operations of HOME to enable them to exercise appropriate oversight.

Lead the Board in developing the strategic plan, and report on progress regularly.

Oversee the preparation of an annual operating budget for Board approval, manage to the budget, and oversee the overall finances of the organization.

Provide the Board Chair and Executive Committee the necessary support required to carry out the duties of their offices, prepare and consult on meeting agendas and other materials presented to the Board. Ensure appropriate staff support for all Board committees.

Assist in the identification and recruitment of new board members, ensure new members receive necessary orientation to the board and the work of HOME.

### **External Relationships:**

Represent HOME effectively in public in a way which enhances the credibility and reputation of the organization.

Build cooperative relationships with advocates, industry, government, community groups and others to promote the effective achievement of HOME's goals and objectives.

### **Financial Management:**

Ensure that the organization adheres to the highest standards of financial management and that all resources are utilized effectively and appropriately.

### **Fund Development:**

Oversee development and implementation of annual fundraising plan, including government, corporate, foundation and individual sources.

Explore new business models and ways of financing the programs and operations of HOME, with the goal of diversifying funding sources and minimizing the amount needed from the Foundation.

Ensure that appropriate support is provided for Board fund development activities.

Utilize fund development as an opportunity to develop leadership skills within the staff.

**Internal operations and leader development:**

Promote the leadership capacity of the staff through delegation of responsibility; participation in executive decision-making, risk assessment, and policy-making; and the provision of leadership training and professional development to the greatest extent possible.

Oversee development of annual agency work plan.

Ensure that appropriate personnel policies are in place and implemented.

Ensure that the staff has the necessary talents and skills to perform their duties effectively, and that they are held accountable through performance planning and evaluation.

Ensure that emergency backup plans are in place for all staff, and that cross-training is provided where necessary.

Provide an environment in which HOME's highly qualified and competent staff can do their best work.