

Hope Homes Foundation, Inc. CEO Career Opportunity

Hope Homes Foundation, Inc. (HHF) is a nonprofit organization that builds and maintains safe, affordable and accessible housing for individuals with developmental disabilities and other special needs in Summit, Stark and Wayne Counties (OH). The administrative offices of HHF are located at 2300 Call Road in Stow, Ohio.

Chief Executive Officer, Hope Homes Foundation

Hope Homes Foundation, Inc., is seeking a dynamic, collaborative and experienced leader to build the capacity of HHF to develop solutions to existing and emerging housing needs for individuals with developmental disabilities and other special needs through property acquisition and management, partnerships, fundraising, financial management and operational systems. The CEO will work with the Board of Directors to develop strategies to achieve goals for organizational performance, including growth in impact and long-term financial stability. The CEO serves as the primary spokesperson for HHF in the community and is the organization's chief fundraiser. The CEO is responsible for achieving revenue targets and has management responsibility for assigned employees.

The CEO also has administrative oversight responsibility for two related nonprofit corporations: Hope Homes, Inc. and Hope Housing, Inc. Hope Homes, Inc.

Key duties:

- Ensures the efficient operation of HHF in accordance with Board policy, HUD regulations, and applicable local, state and federal laws.
- Ensures that HHF properties are well maintained, efficiently operated and are assets to their neighborhoods.
- Assesses the effectiveness of existing housing options and develops new housing choices to meet community needs.
- Identifies potential properties for purchase; works through HHF Board on financing and purchase process.
- Prepares and distributes the bid specifications for new construction projects; evaluates and recommends proposals to the HHF Board.
- Coordinates and manages all HUD-related activities to maintain compliance related to marketing plan, selection plan, recruitment, application process, eligibility, income verification, lease agreements, data and file systems, data security, waiting list management, terminations and recertifications.
- Identifies and evaluates opportunities for organizational growth and geographic expansion along with associated risks.
- Researches and applies for state-funded and other grants to obtain funds for building/purchasing homes and for repairs/renovations from governmental agencies and nonprofit organizations.
- Develops and maintains collaborative relationships with individuals, organizations and community partners that build awareness, expand housing choices and increase funding.
- Represents HHF locally, regionally, and statewide.
- Develops, recommends and monitors the annual budget; ensures adequate financial controls and timely and accurate reporting.
- Increases income through effective revenue generation and fundraising strategies that include

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rental fees, third party reimbursement, corporate and foundation grants, special events and an annual campaign.

- Develops and executes marketing strategies that increase visibility and promotes HHF as a provider of high-quality housing that meets the unique needs of its residents.
- Supports Board governance policy development; develops and recommends operational policies.
- Supports the effective engagement of board members.
- Hires, supervises and evaluates staff; encourages collaboration and high performance.
- Provides administrative oversight to Hope Housing, Inc. and Hope Homes, Inc. to ensure compliance with nonprofit standards and reporting requirements.

Key competencies: Demonstrated leadership success through strong communications skills, sound judgment, decision making and ethics; compassion for others; ability to collaborate and influence others; planning and execution of strategies; coaching and developing others; and being politically savvy.

Education and experience: Bachelor's degree required; master's degree preferred. Minimum five years' experience in the housing industry, preferably in the nonprofit sector or in public housing. Minimum three years of leadership and supervisory experience. Track record of success in developing and executing strategic initiatives. **Other experience highly desired:** Grant writing; working with governmental and nonprofit funding sources; knowledge of HUD regulations; and working with individuals with disabilities.

Job Requirements: Must hold valid driver's license.

Salary: \$105,000 to \$110,000 commensurate with qualifications.

Application: All applications must include resume and cover letter and must be submitted to: search@hopehomes.org by 5 p.m. EST on Friday, March 28, 2025. ***Applications submitted through online job boards and other platforms will not be considered.***