



Senior Vice President & Chief Administrative Officer

The CAO is a strategic advisor to the President & CEO, facilitates decision-making by organizing and prioritizing information, deepens cross-departmental collaboration to enable leadership success, and support internal communications. The CAO acts as a point of contact with senior management and will have day-to-day responsibility for overseeing multiple departments and major projects to ensure the implementation of the organization's strategic plan. The CAO will attend operations, project and program-related meetings with or for the CEO. The CAO will also work closely with senior management staff to carry out executive functions.

Responsibilities:

DIRECT SUPPORT OF PRESIDENT & CEO

- Review the President & CEO's priorities and goals, identify metrics of success, and determine appropriate actions to move projects forward.
- Direct reports will initially include the Redevelopment, Finance, Compliance & Quality Control departments.
- Prepare and send meeting agendas and ensure pertinent information is provided to the President & CEO in advance of meetings to ensure meetings are as productive as possible.
- Monitor information flow to ensure President & CEO's involvement in a project or decision-making process at the right moment.
- Reviews contracts and other documents for appropriateness of scope, fiscal impact and timelines.
- Review internal and external communications with and for the President & CEO, including drafting reports.

PROJECT MANAGEMENT

- Oversee large, often cross-functional organization-wide projects or initiatives.
- Bring together multiple stakeholders and help drive decision-making and execution.
- Research, benchmark, analyze data and make recommendations.
- Evaluate programs for alignment, efficiency and effectiveness.
- Create systems, processes, and procedures to streamline operations and enhance efficiency.

STRATEGIC PLAN

- Help lead implementation of strategic planning and assist in developing appropriate metrics of success.
- Create and update dashboards for reviewing key performance indicators.

CROSS-DEPARTMENTAL COLLABORATION

- Work with department heads to ensure collaboration and communication between all of NHS' departments, set performance goals and timelines, and monitor and review progress toward those goals.
- Maintain a climate that attracts, keeps, and motivates a diverse professional staff of top-quality people.

COMMUNICATIONS

- Solicits, integrates, and summarizes information, opinions and feedback to the President & CEO from within the organization.
- Articulate and implement NHS's goals and strategies both internally and to the external community.

The ideal candidate will be:

- A results-oriented individual with a belief in and commitment to the value that all persons, regardless of circumstances, deserve to have a home.
- An individual with the enthusiasm and fortitude to engage in a fast-paced work environment which at times may be challenging; the ability to problem-solve with calmness, clarity and imagination.
- A confident and competent team builder who can serve as a role model and know how to motivate staff; a team player who values and models working collaboratively, honors diversity and is resourceful, fair and hard-working.
- An individual who is straightforward, well-organized, shares information easily, listens well, and respects the abilities of others; someone who imparts trust and integrity and guides others in a similar vein.
- An individual who is emotionally mature, with a sense of humor.

We are seeking candidates offering the following qualifications:

- A Bachelor's Degree required and a Master's Degree preferred.
- A minimum of 10 years of senior management level experience in the nonprofit, government or private sector, preferably with experience with contracts, risk-management, Human Resources, affordable housing and/or finance.
- Strong analytical and problem-solving skills and ability to work independently.
- History of building effective, collaborative working relationships and teams management that are dependent on mutual trust and confidence, integrity, discretion, good judgment, diplomacy and confidentiality.
- Excellent written and verbal communication skills, including oral presentations.
- Excellent motivational, leadership, and/or training skills.
- Familiarity with issues and needs relating to supportive housing or vulnerable populations.
- Personable and comfortable interacting in diverse environments.

The ideal candidate will demonstrate the following capabilities:

- Centeredness, maturity, and calm in an environment of dynamic change.
- A manager who leads by example and exemplifies the values and ethics of the organization.

- A hands-on, engaged leader who functions effectively without being autocratic or political; must be a team player who is inclusive, flexible, creative, energetic, and fair minded.
- A decisive and resourceful individual with the willingness to accept responsibility and take charge of results, and is able to work successfully with limited resources.
- A self-starter who is confident enough to express opinions, forging ahead when appropriate and holding back when necessary, and sensitive to the feelings and opinions of others.
- An energetic person who is emotionally mature and dependable; a collegial individual.

Benefits:

- Health Insurance
- Paid Time Off
- Matching 401K after 1 Year of Employment
- Job Type: Full-time
- Salary: \$140,000 - \$160,000 per year