

Job Announcement: NCHI President

Northside Community Housing, Inc. (NCHI) is seeking a highly qualified professional to serve as its President.

Organization Overview:

NCHI is an affordable housing and community development organization that has served as a leader in North St. Louis City for 40 years. NCHI has developed more than 340 affordable rental, for-sale, and lease-purchase homes in the Ville, Greater Ville, and surrounding neighborhoods of North St. Louis. The organization is continuing to expand and collaborate to provide a broader range of housing and community development services. The mission of NCHI is to provide high quality housing that is affordable to low- and moderate-income area residents and to create opportunities for them to improve their lives and revitalize the community.

Position Overview:

The President is a full-time position at NCHI who reports directly to its Board of Directors. The individual hired will be responsible for the organization's achievement of its mission as well as its financial and strategic objectives. As a nonprofit housing and community development organization, NCHI not only renovates and constructs housing that is affordable to low & moderate income families, but it also collaborates with other local organizations to develop programs and activities to promote cooperation and to improve the lives of residents in north St. Louis City.

Responsibilities:

The President's administrative responsibilities include but are not limited to the following:

- Oversee management of daily operations
- Support and report to the board of directors and committees
- Keep the board fully informed on the condition of the organization and important factors influencing it
- Coordinate applications, closings, development, operations, reporting, and compliance
- Oversee fundraising efforts in collaboration with board, committees, and staff
- Oversee residential portfolio and activities of the property management contractor
- Supervise Community Development Coordinator, interns, and volunteers
- Ensure maintenance of recordkeeping systems and compliance with all federal, state, and local regulations
- Represent NCHI and its programs in the community and among various stakeholders and audiences
- Maintain sound working relationships with community groups and organizations

Required Qualifications:

- Master's Degree or Equivalent Experience is Required
- A minimum of 3 years of experience in nonprofit management, housing development, community organizing, property management, asset management, and/or a related field
- Demonstrated ability to multi-task, work independently, set priorities, and follow tasks through to completion
- Experience building relationships with a diverse range of people, organizations, businesses, and institutions
- Ability to navigate a variety of different personalities, backgrounds, and communication styles
- Strong verbal communication skills – including the ability to listen attentively, demonstrate empathy and remain open-minded
- Strong written communication skills
- Strong administrative and office technology skills



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Preferred Qualifications (not required)

- Degree and/or Experience in the following or related fields is preferred: Community Development, Social Work, Nonprofits, Political Science/Public Policy, Sociology
- Experience in grant writing and fundraising
- Experience using Quickbooks for financial management and reporting

Application Details:

- This is a full-time position including occasional evenings and weekends.
- Salary is commensurate based on experience.

Priority Application Deadline: Monday June 26, 2017 at 5pm

- To apply, please send a cover letter and résumé to Brian Hurd (Rise Consultant for NCHI) at brian@risestl.org
- Please do not send cover letters and résumés to any other email addresses.
- No phone calls.
- This position will remain open until the selected candidate is hired.

NCHI is an equal opportunity employer. All qualified applications will receive consideration for employment without regard to race, creed, sex, sexual orientation, color, age, disability status, or national origin.