



CCH Chief Executive Officer – Job Description

Description of CCH

Established in 1961, and headquartered in Walnut Creek, California, Christian Church Homes is a non-profit organization that has been building and managing affordable housing communities where seniors can live and thrive in the comfort of their own home. Having served over 100,000 seniors over 60 years, CCH has now grown to 50 caring communities that are “More Than a Home” to residents in six states.

Reporting to the Board of Directors, the CEO will be based at the organization’s offices in Walnut Creek, CA, and has overall management responsibility for a growing impactful organization with a 12-million-dollar annual budget and a 37-million-dollar reserve. CCH has 265+ employees. The organization enjoys a strong relationship with the Christian Church (Disciples of Christ); it is listed in the organization’s Yearbook as a “Disciples related Health and Social Service Ministry.”

CCH celebrates the ever-increasing diversity of the growing organization. Our vibrant residents and engaged employees hail from many different walks of life and speak a variety of languages. While the mission of our organization is to “provide affordable quality housing for seniors in caring communities,” the richness of this experience across the many communities we serve is represented well socioeconomically, racially, religiously, culturally, and in the relational preferences and sexual orientations of all customers, vendors, and employees.

We are seeking a Chief Executive Officer who supports and translates our mission and core values through the ways he or she engages with CCH work, staff, residents, and external constituencies.

Summary of General Duties for CEO

- Advocates for affordable housing and works for public policy that supports the CCH mission.
- Provides overall direction and leadership for the organization and all its affiliated entities. Works with the Board of Directors to define the organization's strategic plan and vision within the framework of its mission.
- Develops resources sufficient to ensure the financial health of the organization.
- Anticipates operating within the approved budget, ensures maximum resource utilization, and maintains the organization in a positive financial position.

- Guides and monitors the organization's performance to ensure that it fulfills its objectives and responsibilities to the Board, residents, employees, and local communities.
- In cooperation with other senior CCH staff and the Board, explores opportunities for new business in real estate development, acquisitions, property management and consulting.
- Develops and maintains appropriate relationships with constituencies and industry-related organizations to ensure the organization's continuing viability and its capability to provide quality affordable housing and related services.
- Within the organization helps lead the conversation about sustainable building practices that support and nurture a healthy environment.
- Acts as the organization's chief spokesperson to government agencies, community organizations, and the general public.

Supervisory Responsibilities

The CCH CEO supervises six direct reports in the Finance, Human Resources, Legal, Operations, and Development Departments and the Executive Assistant. The CEO is responsible for the overall direction, coordination, development, and evaluation of these units and carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training direct reports; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. The new CEO will coordinate a search for the new Chief Operating Officer.

Required Qualifications

- Fifteen years of progressive management and leadership in affordable housing, ten years of which should include executive leadership and working with a Board of Directors, understanding complex financial budgets and assets, having a familiarity with GAAP, layered financing, and tax credits.
- Broad familiarity with real estate development and the affordable housing industry understanding the differences between and intricacies of ownership and management properties.
- Undergraduate degree with an MBA or other advanced degree (in business, public administration, finance, urban planning, or other related to real estate preferable.)

Must have a driver's license and has maintained qualifications for industry accreditation and certification in property management, financing, and real estate development.

Knowledge Skills and Abilities

- Strong business acumen and a history of providing visionary leadership at the executive level.
- Big picture and strategic, forward-looking thinker with the ability to inspire others.

- Proven experience executing organization growth and leading a similar or larger size successful nonprofit and/or related entity.
- Proven experience working with a nonprofit Board and diverse groups of people.
- Familiarity with diverse business functions such as Marketing, Public Relations, Human Resources, etc.
- Experience and success in motivating, recruiting, developing, retaining, and mentoring high performance, mission-driven, and results-oriented teams.
- Excellent written, oral, and public speaking skills; a persuasive and passionate communicator with strong interpersonal and multidisciplinary project skills.
- In-depth understanding of the industry including risk management, compliance, and regulatory requirements.
- In-depth understanding of accounting principles including budgeting, balance sheets, income statements, cash flow, and capital planning management

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; talk or hear and taste or smell. The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Compensation and Benefits

Compensation commensurate with experience and other qualifications. High quality benefits package includes health, dental, vision, life and disability insurances, PTO and retirement options to include either a 403b, 457, or a traditional pension plan contribution or a pension plan contribution. Job transition costs to be negotiated.

CCH is an Equal Opportunity Employer.