

Dwelling Place of Grand Rapids, Inc.

Job Description

Job Title: Chief Executive Officer
Department: Administration
Reports To: Board of Directors
FLSA Status: Non-exempt
Prepared By: Board of Directors
Approved By: Board of Directors
Approved Date: June 1, 2008

Summary Manages and directs the organization toward its primary objectives, based on the organizational mission and strategic plan by performing the following duties personally or through management staff.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Plans, coordinates, and controls the daily operation of the organization through the organization's managers.

Establishes current and long range goals, objectives, plans and policies, subject to approval by the Board of Directors.

Dispenses advice, guidance, direction, and authorization to carry out major plans, standards and procedures, consistent with established policies and Board approval.

Meets with organization's other executives to ensure that operations are being executed in accordance with the organization's policies.

Oversees the adequacy and soundness of the organization's financial structure.

Reviews operating results of the organization, compares them to established objectives, and takes steps to ensure that appropriate measures are taken to correct unsatisfactory results.

Plans and directs all investigations and negotiations pertaining to mergers, joint ventures, the acquisition of real estate or the sale of major assets with approval of the Board of Directors.

Establishes and maintains an effective system of communications throughout the organization.

Represents the organization with major customers, investors, donors, the financial community, and the public.

Participates in developing and implementing agency administrative policy.

Supervisory Responsibilities Manages four subordinate supervisors who supervise all employees in the Finance, Property Management, Neighborhood Revitalization and Supportive Services. Is responsible for the overall direction, coordination, and evaluation of these units. Also directly supervises two non-supervisory employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Competencies To perform the job successfully, an individual should demonstrate the following competencies:

Analytical - Synthesizes complex or diverse information; Uses intuition and experience to complement data; Designs work flows and procedures.

Visionary Leadership - Displays passion and optimism; Inspires respect and trust; Mobilizes others to fulfill the vision; Provides vision and inspiration to peers and subordinates.

Managing People - Includes staff in planning, decision-making, facilitating and process improvement; Makes self available to staff; Provides regular performance feedback; Solicits and applies customer feedback (internal and external); Fosters quality focus in others; Improves processes, products, and services; Continually works to improve supervisory skills; Fosters cooperation; Defines team roles and responsibilities; Supports group problem solving; Acknowledges team accomplishments.

Strategic Thinking - Develops strategies to achieve organizational goals; Understands organization's strengths & weaknesses; Analyzes market and competition; Identifies external threats and opportunities; Adapts strategy to changing conditions.

Planning/Organizing - Uses time efficiently; Plans for additional resources; Sets goals and objectives.

Adaptability - Manages competing demands.

Initiative – Undertakes self-development activities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities.

Job Knowledge – Competent in required job skills and knowledge; Keeps abreast of current developments; Uses resources wisely.

Financial Responsibility Competency – Understands financial targets and budget goals; Incorporates financial analysis into strategic decisions; Implements operating budget flexibly to address changing priorities; Creates sound business cases to support expenditures; Promotes conservation of organizational resources.

Relationship Building – Builds rapport up, down and across the organization; Establishes collaborative relationships to achieve objectives; Seeks win-win solutions to conflict; Develops network of professional contacts; Displays empathy and tolerates diverse viewpoints.

Technology Leadership – Leverages technology for improved efficiency and growth; Tracks emerging technologies; Determines organizational implications of major technology trends; Assesses risks and benefits of adopting new technologies; Addresses implementation and change management issues.

Innovation - Displays original thinking and creativity; Develops innovative approaches and ideas.

General Competency - To contribute to the Dwelling Place mission, each employee must possess skills beyond the technical requirements for the position. An employee must also demonstrate the ability and capacity to work with others in a manner that fosters trust, cooperation and a positive team esprit de corps. Dwelling Place expects each employee to maintain high ethical standards in their interactions with customers, other staff, vendors and the public generally. Dwelling Place employees are also expected to be dependable, to be respectful of others, to use sound judgment, to seek out new opportunities for learning and to communicate effectively with others.

Employees must abide by all Dwelling Place policies including but not limited to the Dwelling Place Code of Ethics and personnel policies.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience Master's degree and four or more years related experience and/or training.

Language Skills Ability to read, analyze, and interpret general real estate and social service periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills To perform this job successfully, an individual should have knowledge of Property Management Software; Database software; Internet software; Excel; Outlook; and Word.

Professional Licenses, Certificates, Registrations Valid Michigan Driver's License; Michigan Real Estate Broker's License

Other Qualifications Must be willing to work occasional evenings and weekends as needed to complete the requirements of the

position.

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 regularly required to talk or hear. The employee is frequently required to sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand and walk. The employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move up to 25 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. While performing the duties of this Job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.