

CHIEF EXECUTIVE OFFICER 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: May 5, 2021

SUMMARY

Manages the organization toward its primary objectives in accordance with the organizational mission and within parameters authorized by the Board of Directors.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Provides direction and oversight for the daily operation of the organization.

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

Ensures effective implementation of major plans, policies and procedures.

Provides oversight for the organization's financial and asset management functions and in conjunction with the Chief Financial Officer provides accurate and timely reports to the Board of Directors.

Monitors outcomes of achievement for organizational goals and objectives of the organization, providing accurate and timely performance reports to the Board of Directors with corrective action plans when needed.

Plans and directs all initiatives pertaining to new programs, mergers, joint ventures, the acquisition of real estate, development of new real estate projects or the sale of major assets, subject to approval of the Board of Directors.

Establishes and maintains an effective system of communications throughout the organization to serve the needs of the Board of Directors, staff, customers and the community generally.

Represents the organization with major funders, donors, investors, lenders, residents and other customers, generally.

Enforce adherence to legal guidelines and in-house policies to manage legal compliance matters within Dwelling Place.

Ensure the filing of all legal and regulatory documents and monitor compliance with applicable

101 Sheldon Blvd. SE. Suite 2 · Grand Rapids, Michigan 49503
Ph (616) 454-0928 · Fax (616) 454-5249 · TDD: 800 649-3777 · www.dwellingplacegr.org



laws and regulations; establish and maintain an effective compliance program.

In conjunction with outside counsel, develop and lead the organization's legal strategy to promote and protect the organization, including an effective compliance program.

SUPERVISORY RESPONSIBILITIES

The CEO supervises the CFO, COO and other key management staff related to Finance, Asset Management, Property Management, Housing Development, Support Services and Community Building & Engagement with responsibility for the overall direction, coordination, and evaluation of these key organizational functions. The CEO may also provide direct supervision for key support staff to support the work of the CEO and to coordinate the work of the Board of Directors. The CEO carries out supervisory responsibilities in accordance with the organization's policies and applicable laws including but not limited to oversight for human resource programs, interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving personnel 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.

101 Sheldon Blvd. SE. Suite 2 · Grand Rapids, Michigan 49503
Ph (616) 454-0928 · Fax (616) 454-5249 · TDD: 800 649-3777 · www.dwellingsplacegr.org



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 throughout 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, the CEO must possess skills beyond the technical requirements for the position. The CEO 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 general public. Dwelling Place employees are 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.

Bachelor's degree in public, non-profit or business management, plus ten years progressively responsible experience in organizational leadership. Minimum of 5 years in a senior leadership position required. Educational qualifications may be waived depending on work history.

Senior leadership experience in community development or housing development, and related budgeting and fiscal management.

Demonstrated leadership skills in inspiring, empowering, and developing current and future staff to achieve strategic organizational goals.

Proven track record in non-profit people management, including fostering a collaborative culture, delegation, and developing and empowering a team and individual leaders.

101 Sheldon Blvd. SE. Suite 2 · Grand Rapids, Michigan 49503
Ph (616) 454-0928 · Fax (616) 454-5249 · TDD: 800 649-3777 · www.dwellingplacegr.org



Excellent written and oral communication skills, in individual and group settings.

Experience with supportive services and compliance.

An entrepreneurial spirit and approach to be able to lead Dwelling Place's growth to best implement its mission.

Experience in short- and long-range planning.

Demonstrated effectiveness in inspiring support, confidence and building relationships among a diverse group of partners, community stakeholders and funders.

Valid driver's license, safe driving record, current vehicle insurance and the ability to use a personal vehicle, or have ready access to other reliable transportation to make work-related travel possible.

Willingness to travel within Michigan and out of state.

Must be able to pass criminal and credit background check.

Willingness, if requested, to acquire a Michigan Real Estate Broker's License

Willingness to work occasional evenings and weekends to fulfill responsibilities 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.

101 Sheldon Blvd. SE. Suite 2 · Grand Rapids, Michigan 49503
Ph (616) 454-0928 · Fax (616) 454-5249 · TDD: 800 649-3777 · www.dwellingplacegr.org

