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## **JOB ANNOUNCEMENT**

### **Chief Executive Officer**

*Neighborhood Housing Services of the Inland Empire is seeking a strategic and visionary Chief Executive Officer with superior relationship-building skills and an entrepreneurial spirit to further NHSIE's work to promote homeownership and other affordable housing opportunities in the Inland Empire.*

Since 1981, Neighborhood Housing Services of the Inland Empire (NHSIE) has been helping underserved communities and first-time homebuyers to understand, mitigate and overcome barriers to financial stability and homeownership. NHSIE's staff and Board recognize that homeownership is the primary avenue for families to build long-term stability and wealth. By helping historically marginalized and underserved families to become first-time homeowners through our classes, coaching, lending, realty and community revitalization programs, we are helping to close the wealth gap.

As a proud affiliate of NeighborWorks® America, NHSIE is an established leader in the housing industry at the local and national levels. NHSIE is poised for strategic growth that maximizes revenue, impact and long-term sustainability. We are seeking a new leader with the following qualities to guide the organization through this evolution:

- Committed to and enthusiastic about NHSIE's mission
- Knowledgeable about community redevelopment, affordable housing, lending, realty and service delivery
- Deeply motivated to promote equity and inclusion
- Inspirational in engaging others in support of an important cause
- Politically savvy in influencing policies and funding decisions in support of a cause
- Innovative, strategic and entrepreneurial in organizational planning and programming
- Accomplished in generating revenue through earned income and fundraising for nonprofits
- Financially skilled in analyzing budgets, projections and reports to promote sustainable growth
- Thoughtful, thorough and resilient in handling human resources issues and promoting accountability

Reporting directly to NHSIE's Board of Directors, the new CEO will lead the growth, progress and vision of NHSIE to effect positive and lasting change in the community. The CEO will set and advance the vision of the organization, mobilize the Board of Directors, inspire and lead the staff team, manage a \$1M-\$2M annual operating budget, monitor and strengthen the organization's financial health, engage in extensive community outreach and advocacy, effectively steward donors and community partners, and significantly advance fundraising and other revenue-generating strategies for NHSIE.

Minimum position requirements include a Bachelor's Degree in Public Administration, Business Administration or closely related field and 7-10 years of nonprofit management experience, including at least 3-5 years in a senior management capacity. The CEO must be knowledgeable about policies, issues and best practices regarding community redevelopment and affordable housing at the local, state and national levels. The CEO must also possess broad knowledge and experience in running and growing a nonprofit organization, including strategic development and planning, Board development and collaboration, budgeting and financial review, human resources, staff supervision, revenue generation through earned income, fundraising, grant writing and reporting, data analysis and application, and grants and contract management. The CEO must have competent technology skills, including experience with Microsoft Office (Word, Excel, etc).

The CEO position is full-time, exempt and salaried. The annual salary range is \$90,000-\$110,000 with a competitive benefits package and the opportunity for performance-based bonuses. NHSIE is an equal opportunity employer.

A cover letter and resume may be submitted in confidence to [jobs@nhsie.org](mailto:jobs@nhsie.org). Please indicate CEO in the subject line. If you want to see the full CEO job description, please click on this [LINK](#).