

Executive Director, Neighborhood Housing Services of New Britain, Inc.

The Opportunity

[Neighborhood Housing Services of New Britain, Inc.](#) (NHSNB), a Connecticut-based community development corporation focused on neighborhood revitalization and affordable housing, seeks an energetic and experienced executive director who can inspire and lead the agency towards achieving exceptional community impact for the city of New Britain. This is a unique opportunity for an experienced leader and manager with passion and vision to advance the agency's mission.

For 33 years NHSNB has provided financial assistance, technical support, education and housing-related services to low- to moderate-income neighborhoods throughout New Britain. The agency is poised to solidify its importance in the community and assume a leadership role in helping to shape the long-term safety, accessibility, health and affordability of New Britain communities. NHSNB is a charter member of the national NeighborWorks® America Network and has extensive experience in financing home rehabilitation and property renovation (improvements), educating and counseling clients for home ownership, mortgage delinquency, foreclosure and economic independence.

The new executive director must be a mission-driven visionary able to engage and work with the board, staff and community stakeholders to achieve the agency's goals and objectives despite current economic and real estate market conditions.

Organizational Overview and Mission

It is the mission of NHSNB to enhance the positive quality of individual, family and community life by creating and preserving affordable housing, respecting and protecting the environment, and promoting and advancing the personal independence of New Britain's culturally diverse low- and moderate-income populations. NHSNB achieves its mission through an offering of relevant lines of business: homeownership preservation, homeownership promotion, property management, affordable housing development and community building and organizing. The agency defines these accordingly:

Homeownership Preservation

Providing education and individual counseling services to homeowners who are delinquent or in foreclosure on their mortgages; providing second mortgage loans for home improvements to low- and moderate-income homeowners

Homeownership Promotion: Ensuring neighborhood stability and growth levels through the promotion of well-prepared, mortgage ready and financially knowledgeable first-time buyers who represent "good risk" prospects for new homeownership purchase and long-term retention

Property Management

Safeguarding the property value, efficient management and high performance of all NHSNB-owned rental properties

Affordable Housing Development

Creating safe, affordable, perpetual homeownership and rental housing opportunities through renovation, improvement, rehabilitation and maintenance of existing housing stock

Community Building & Organizing

Providing outreach and education on the wide range of housing programs and self-help services available to target area residents and to assist and partner in broader grassroots community efforts to maintain safe environmental and healthy living standards for New Britain neighborhoods

Since incorporating in 1978, the organization has created over 1,400 units of affordable housing, provided education and counseling to approximately 13,000 clients, and helped more than 7,200 graduates successfully purchase their first home. Over the last 6 years NHSNB has gradually expanded its service area coverage from a 3-neighborhood area to what is now the central Connecticut region.

Currently, day-to-day operations are directed by an interim executive director and there are 6 staff members (two full-time, and 4 part-time). NHSNB is presently governed by a 14-member board of directors, with the majority of its members tenured 5 years or less. Directors bring a variety of skills, expertise, personal and professional experiences to board discussions. Moving forward, the board of directors would like to strengthen its effectiveness, engage current members more fully and identify new people to serve on the board. They have formulated an action plan to manage and initiate their board development improvement strategies.

Strategic Opportunities & Challenges

- NHSNB plans to expand and reset a broader vision to lead and promote neighborhood revitalization and stabilization, and affordable housing services to more citizens of New Britain and central Connecticut.
- NHSNB will align agency vision, mission and values with work output goals and strategies consistent with the agency's current realities and external environment.
- In order to support the agency's broader vision, the board of directors has embarked on a development process to increase its improvement and performance.
- NHSNB realizes it will have to address staff capacity challenges.
- NHSNB desires to reinstate its loan processing and financing component.
- NHSNB desires to strengthen and broaden the size and scope of real estate development.
- NHSNB sees collaborations and partnerships as a viable mechanism to improve and grow.
- NHSNB desires to augment its current funding sources and needs broader resource development.

FY 2010-2011 operating budget is approximately \$500,000. Sources of revenue include government contracts/grants 28%; private grants and donations 11%; fees for services 28%; and other earned income 33%. The organization is located at 223 Broad Street, New Britain, Conn.

The Ideal Candidate

The ideal candidate will have the following professional background and personal characteristics.

Professional Requirements

- At least 5 years of demonstrated leadership and management experience, including supervision of professional and administrative staff
- Bachelor's degree required; advanced course work or graduate degree a plus
- Successful experience in providing leadership and support for a nonprofit board of directors
- Evidenced understanding and commitment to NHSNB mission
- Familiarity with existing community needs, politics and public policy issues related to affordable housing, community revitalization and stabilization
- Demonstrated understanding of finance, lending, affordable housing, and nonprofit small and large real estate development projects using federal funds and relevant state and federal tax credits
- Experience developing, implementing and monitoring strategic plans, business plans, budgets and reporting
- Effective community engagement, stakeholder cultivation and communication skills
- Successful track record raising money from a variety of sources including banks, foundations and government entities – total resource development
- Demonstrated ability to work cooperatively with board, staff, partners, clients, funders and other stakeholders
- Demonstrated commitment to staff development and willingness to recognize and nurture staff potential

Personal Characteristics and Leadership Attributes

- Personality and presence to inspire, lead and guide the creativity of board, staff and other stakeholders
- Ability to articulate, translate and interpret a vision and solicit others to embrace and achieve it
- Ability to sustain relationships and communicate effectively with a broad range of people and organizations
- Ability to behave ethically and ensure ethical behavior and business practices of others according to agency written policy, values and beliefs; and that of its funders and key stakeholders
- Flexible and innovative

Application

The Neighborhood Housing Services of New Britain is an Equal Employment Opportunity employer and actively seeks a diverse pool of candidates.

Competitive salary and benefits, commensurate with experience.

This search is being conducted by Third Sector New England's Executive Transitions Program with Transition Consultant Roosevelt Smith. To view the complete profile and application guidelines, please visit <http://www.tsne.org/jobs/NHSNB> by December 23, 2011.

Please include a cover letter with salary requirements, where you learned of the position, and a description of how your qualifications and experience match NHSNB'S needs. **Only electronic submissions will be considered.**