

Leap Solutions Group, Inc. is proud to partner with PEP Housing to find their next CEO/President.

The Chief Executive Officer (CEO)/President serves as the chief administrative officer of PEP Housing and manages property owned and/or operated by PEP Housing and its affiliated partnerships. The CEO/President must be a strong leader, fundraiser, and social entrepreneur. He or she reports to the Board of Directors and will work in partnership with the Board Chairperson, staff, and other interested parties in support of the mission, vision, goals, and programs of PEP Housing. The CEO/President will face specific opportunities and challenges, particularly inspiring others to achieve the agency's mission, and managing the agency to align operating goals with the mission, while raising funds from all sources to enhance financial strength. The CEO/President must be a dynamic and seasoned leader who has demonstrated a strong commitment to affordable housing development for limited-income seniors and Veterans.

Essential Duties and Responsibilities

- Responsible for the day-to-day operations and overall management of PEP Housing properties and its affiliates.
- Oversee personnel and consultant hiring, training, and supervision.
- Compliance with all applicable rules and regulations of various funding sources and regulatory organizations.
- Responsible for overseeing all emergency operations and ensuring that the emergency operations plan is regularly updated.
- Responsible for agency communication to the press and other news outlets.
- Provide leadership to the Board of Directors with respect to strategic long-range planning, property development, policies, and procedures, fundraising and community relations, and volunteer programs.
- Ensure residents are receiving necessary linkages to community services through the Resident Services Program and maintain quality cost-effective housing.
- Ensure properties are maintained and residents' quality of life is respected by providing appropriate staff, repairs, services, and resources.
- Ensure resident concerns are addressed in an appropriate and timely manner.
- Responsible for all legal agreements, operating policies, and performance measures.
- Analyze and strengthens existing accounting, administrative, property management, human resources, housing development, and maintenance systems to ensure efficiency and streamlined reporting.
- Strengthen the internal capabilities of PEP Housing to prepare for growth.
- Provide leadership on the preparation of the annual budget, audit, and required financial reporting; take action to always maintain the budget.
- Oversee the housing development process from funding through conversion.
- Establish and maintains fundraising and community awareness.
- Work with other area agencies, and state and federal organizations to promote affordable housing issues and build cohesive relationships with community civic and social leaders.
- Build community awareness of PEP Housing by speaking on behalf of PEP Housing and the industry as requested.
- Stay current on continuing education, including Fair Housing training.

- Continually research new development opportunities and work with various consultants.
- Prepare all correspondence and reports for the Board of Directors.
- Attend committee and Board meetings as directed.
- Responsible for the proper record keeping of all agency documents, reports and actions, investments, and any other documents pertinent to the operations of PEP Housing.
- Represent PEP Housing on a local level in the nonprofit housing and social services community and may participate in state and national committees as well.
- All other duties as assigned.

Education, Skills, and Experience

- Minimum five (5) years' experience in senior management of a nonprofit agency, preferably in housing or property management.
- Prior experience in hiring, training, developing, supervising, and evaluating staff preferred.
- Effective leadership skills and ability to work with a Board of Directors in setting policy, raising funds, community relations, monitoring financial performance, and governance issues required.
- Must possess demonstrated success in leadership and management, public speaking, communication, written skills, and consensus building.
- Must possess a solid understanding of nonprofit finances, including financial statements and budgets, of a multi-entity organization with multiple financing sources.
- Ability to articulate a vision for leading the organization and developing relationships with constituencies; solid analytical and planning skills are essential.
- Accountability, ownership, and responsibility are inherent to the position.
- Strategic planning and problem-solving skills required to successfully fulfill the mission and goals of PEP Housing required.
- Must be cooperative and people-oriented, have excellent follow-through skills, and be capable of managing multiple tasks.
- Strong analytical, oral, and written communication skills, effective interpersonal skills, excellent decision-making, interpersonal, and time management skills.
- Demonstrated ability to work independently and as a part of a team, exercise diplomacy, and maintain confidentiality.
- Ability to handle shifting and multiple priorities in a fast-paced environment with flexibility, creativity, and strong organizational skills.
- Strong computer skills required.
- Possess a valid California Real Estate Brokers License, is desirable.
- Must be willing to "roll up your sleeves" in the day-to-day operations of the organization.
- Possession of a valid California driver's license, a good driving record, and automobile insurance required.

Salary Range: \$150,000 - \$190,000

A competitive and comprehensive total rewards package, including a compensation and benefits package, will be offered, commensurate with experience. Additional compensation components will be discussed with qualified candidates. The benefits package offered by PEP Housing includes health and welfare plans (medical, dental, vision, LTD, etc.); retirement savings plan; work-life benefits (paid vacation and holidays); career development opportunities through

continuing education programs and a great working environment.

HOW TO APPLY:

Leap Solutions Group, Inc. has been selected to conduct this search on behalf of PEP Housing. We are accepting submissions until 5:00 pm PST, Monday, April 3, 2023. Early application is encouraged. We apologize in advance that we cannot respond to every applicant. We will contact you if your application is under consideration.