

Short Listing

Job Opening: CHAT Executive Director

Chico Housing Action Team (CHAT), a leading 501(c)(3) nonprofit in Chico, CA, seeks an Executive Director with the vision, experience and skills needed to take the organization into its next stage of development. CHAT partners with governmental agencies and local community partners to transition people out of homelessness and keep people housed. Reporting directly to the Board of Directors, CHAT's Executive Director oversees and reports on the organization's results; prepares accurate and timely analyses that capture and communicate fundraising results, variances, and performance trends; and provides leadership to and manages the efforts of staff to ensure appropriate support to all departments and ensure that CHAT's work environment supports learning, growth and well-being of professional and volunteer team members. The Director will manage the implementation of strategic plans and initiatives to achieve the organization's goals and objectives and be the primary external representative in the community. The position is open until filled. For more information see the detailed job listing on the CHAT website: www.chicohousingactionteam.net



Executive Director Job Description

Job Title	Executive Director
Wage	\$75,000-\$100,000
Location	Chico, CA
Start Date	TBD
Classification	Exempt

About CHAT

Chico Housing Action Team is a leading 501(c)(3) nonprofit housing and social services provider that serves the Chico community. CHAT partners with governmental agencies and local community partners to help people transition out of homelessness into permanent housing. To this end, CHAT owns and/or operates 74+ rental houses, currently housing 230+ residents. CHAT provides supportive social services to residents, to help them achieve stability and sustainable living conditions. CHAT operates a food pantry and furniture warehouse, which provide material support for residents. CHAT currently has 38 employees and 113 active volunteers.

Job Overview: Reporting directly to the Board of Directors, CHAT’s Executive Director oversees and reports on the organization’s results; prepares accurate and timely analyses that capture and communicate fundraising results, variances, and performance trends; and provides leadership to and manages the efforts of site staff to ensure appropriate support to all departments.

Job Duties and Responsibilities

Responsibilities

- Manage the implementation of strategic plans and initiatives to achieve the organization's goals and objectives.
 - Manage the organization's business operations including: financial management, budgeting, grant writing, fundraising initiatives, and other revenue generating activities.
 - Direct the organization’s human resources, with final responsibility for hiring, firing, and managing personnel.
 - Ensure compliance with all relevant laws, regulations, and ethical standards.
 - Evaluate and monitor program effectiveness, making strategic adjustments to maximize impact and outcomes.
- Be the primary external representative in the community.

- Build and maintain strong relationships with key stakeholders, including donors, community partners, and government agencies.
 - Serve as primary spokesperson for public relations.
 - Represent the organization at public events, conferences, and meetings to enhance its visibility and promote its mission.
 - Reports on the organization's results, prepares accurate and timely analyses that capture and communicate fundraising results, variances, and performance trends
- Ensure that CHAT's work environment supports learning, growth and well-being of professional and volunteer team members.
 - Prioritize building trust with employees, volunteers and other stakeholders.
 - Promote collaboration and mutual support.
 - Invest time and resources in promoting the success and satisfaction of all.
 - Address conflicts in a constructive manner.

Desired Qualifications

- Professional education or documented experience in a relevant field such as non-profit management, leadership, business administration, or a related discipline.
- Proven experience (minimum of 5 years) in a leadership role.
- Comprehensive understanding of non-profit operations, program management, and financial management, such as
 - Experience with leading a nonprofit organization through a period of growth and transition.
 - Demonstrated success in fundraising and resource development.
 - Knowledge of relevant laws, regulations, and ethical standards governing non-profit organizations.
 - Clearly defined approach to nonprofit sustainability, including operations, financial management, revenue development, volunteer engagement, etc.
 - Exceptional organizational and problem-solving abilities, with a track record of driving results.
- Experience with nonprofit housing development, supportive services and business operations such as:
 - Knowledge of housing and supportive services resources in Butte County.
 - Experience with Cal Aim/ Medical, Medicaid, MediCal, SSI services.
 - Understanding of fair housing law and other aspects of low-income housing.
 - Experience working with unhoused, traumatized, disabled and/or other vulnerable populations.

Core Competencies:

- **Build relationships:** Establish and maintain positive working relationships with others, both internally and externally, to achieve the organization's goals.
- **Behave ethically:** Understand ethical behavior and business practices, and ensure one's own behavior and the behavior of others is consistent with these standards and aligns with the values of the organization
- **Communicate effectively:** Speak, listen, and write in a clear, thorough, and timely manner using appropriate and effective communication tools and techniques.
- **Create and innovate:** Develop new and unique ways to improve the operations of the organization and create new opportunities with a solution-focused approach.
- **Provide leadership:** Work cooperatively and effectively with board, staff and partners to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- **Organize:** Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information, and activities.
- **Solve Problems:** Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or seek any necessary guidance to resolve problems effectively.
- **Build Relationships:** Excellent communication and interpersonal skills, with the ability to build and maintain effective relationships with diverse stakeholders.