



Job Title: Chief Executive Officer (CEO)
Reports To: Board of Directors
Location: Bond Hill | Cincinnati
Classification: Exempt (FT)
Total Staff: 60 | Direct Reports: 5

About Bethany House Services

Bethany House Service, established in 1983, *empowers homeless and at-risk families with the solutions to achieve housing stability and long-term self-sufficiency.* Staff who are experts in the homelessness field support the region's most vulnerable families – those without a home. This is accomplished through a focus on holistic empowerment of both parents and their children. Goals are achieved through strategic collaboration and relationships with change makers in housing, education, healthcare and more.

Summary

The board of directors of Bethany House Services, a 501[c][3] nonprofit, is seeking an experienced nonprofit professional to grow the mission and capacity. The chief executive officer is accountable for setting the next strategic direction of the organization, which will advance engagement in the community. The person will ensure successful operation of Bethany House Services, Inc. in keeping with the stated purpose and mission of the agency per the Articles of Incorporation and the Code of Regulations. The chief executive officer will continue to innovate and take the agency to the next level in mission responsiveness through engagement of staff, board members, collaborators/partners, key stakeholders, effective PR/marketing/communications, and funder relations.

Essential Job Responsibilities

Mission

1. Serve as an advocate for improved public policy in support of homeless families.
2. Collaborate with shelter and housing directors for implementation of all programs and services and ensuring that there are no operational deficits.
3. Identify community gaps and work with community collaborators to fill the void.
4. Advance affordable and supportive housing opportunities for families in Hamilton County.

Operations/Leadership

1. Design a change management plan to transition Bethany House Services from a multi-site agency to a state-of-the-art facility that will centralize operations and service delivery.
2. Lead direct reports through coaching, team-building, collaboration, clear direction, and effective management so that yearly outcomes are achieved in key metric areas.
3. Collaborate with the chief operating officer and human resources director for the day-to-day operations of the new facility and talent management and acquisition.
4. Serve as the liaison to the board of directors and staff related committees. Prepare for board meetings, serve as a strong partner with the chair and the executive committee, understand the role difference between governance and operations.
5. Ensure the strategic plan is sharply focused while also being visionary and creative. Ensure everyone has clarity on their part to execute the plan and that the organization implements the tactics and achieves milestones. Maintain focus on the agency strategic plan while bringing vision, creativity and flexibility to stabilize and stretch the agency in keeping with the mission.
6. Advocate for housing opportunities such as supportive housing, rapid re-housing, and affordable housing.
7. Provide leadership and strategic direction to implement and advance agency commitments to gender and racial equity in the *Queen City Certification* process and the *Continuum of Care Action Plan*.
8. Advance plans and communicate clearly with staff in order to provide leadership on the advancement of strategic direction in all areas of employee life at Bethany House.

Finance

1. Collaborate with chief financial officer to ensure there is an annual operating budget, monthly income statements, annual audit, IRS 990, and that the agency operates within the confines of each year's budget.

2. Engage the CFO to identify trends and the right levers to continuously improve the organization.
3. Ensure the necessary resources to cover operational expenses, grow the mission, and add to the reserve account.
4. Ensure a diverse revenue stream.
5. While the chief financial officer manages the budgetary process, the chief executive officer “owns” the budget and is responsible for operating within the confines of annual operating budgets.
6. Understanding of and ability to manage multiple government funding sources including reporting, auditing and outcomes.

Fundraising/Capital Campaign/Philanthropy

1. Collaborate with the development director to ensure a revenue flow for operations, donor engagement, programs and continue the work on the capital campaign in terms of invoicing pledges, stewardship, cultivation, and more.
2. Ensure disciplined system of philanthropy so the experience is consistent for donors, staff and board.
3. Ensure an annual fundraising strategy that is aligned with an active strategic plan. Within this yearly strategy, include the capital campaign tasks, annual appeal, and other fundraising methods.

Community

1. Serves as the “face” of Bethany House Services on community coalitions, committees, funders, and more.
2. Expand mission awareness and increase community connections.

Qualifications/Skill-Sets

1. Minimum of Bachelor’s degree in social work, administration or related field with Masters, preferred.
2. Ten or more years in administration and program development in a social service agency, preferred.
3. Fund development experience, personnel management, public speaking, marketing, grantsmanship and leadership development experience is required.
4. Superior knowledge of business matters and personnel management with proficiency and expertise to direct and evaluate a diversified staff in all phases of the service programs and agency activities.
5. Knowledge and ability to develop, coordinate and maintain accountability with a governing board, and numerous standing and ad hoc committees comprised of qualified staff and recruited community professionals.
6. Highly polished and professional with a strong level of organizational skills and follow-through with staff, board, volunteers, stakeholders.
7. Sensitivity to, and understanding of, causes and solutions to family homelessness.
8. Problem-solving, negotiating, decision-making with an entrepreneurial spirit.

Timeline & Resume Submittal Process

Recruitment: January 17, 2022 – February 17, 2022.

Phase I (screening interview): January 17, 2022 – February 20, 2022.

Phase II (interview with the search committee): March 2 & 3, 2022.

Phase III (interview with the full board and key staff): March 12, 2022.

On-board new CEO May 1, 2022 or earlier.

The search committee reserves the right to adjust the timeline and the process at any time.

Cover letter and resume submission instructions - all candidates’ interest and submission will be held in confidence.

Qualified candidates should submit their cover letter and resume to: Anne M. Maxfield at amaxfield1@gmail.com, who is assisting the board with this search. All candidates’ cover letters and resumes will be carefully reviewed and each will receive confirmation of receipt from Anne. Only those candidates who will be invited to Phase I interviews will receive a second communication. Thank you for your interest in Bethany House Services.

Bethany House Services is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.