

Position Profile
Chief Executive Officer
CommunityWorks in West Virginia

The Opportunity

CommunityWorks in West Virginia (CWWV) is seeking a new Chief Executive Officer as it creates housing and community development solutions for West Virginians through a network of member organizations. Programs range from Homeownership, down payment assistance and owner-occupied rehabilitation loans to community development training, commercial and rental development loans and housing policy development. This position presents a great opportunity for an energetic community development professional to make a real impact on families and communities throughout the state.

The Organization

CWWV is a nonprofit 501(c) 3, statewide membership organization made up of local agencies and organizations that provide housing-related services throughout the state of West Virginia. CommunityWorks was established in 1991 and is certified by the United States Department of the Treasury as a Community Development Financial Institution. CWWV has been a chartered member of NeighborWorks® America since 1996.

Since 1991, CWWV has served to unite local housing-related agencies and organizations to assure safe and affordable housing for West Virginians. Representing twenty-six organizations, our member organizations cover the entire state and address a wide range of housing needs from transitional housing for homeless and domestic violence victims to management of single-family and multi-family rental housing. CWWV, along with several of our member organizations, are mortgage brokers who originate a variety of loan products. CWWV also supports a wide range of programs working to increase available housing for limited income families and provide needed repairs and rehabilitation of existing homes. CWWV provides a variety of services to homeowners and its member organizations through innovative mortgage lending products, technical assistance and training, and member based services, as well as nonprofit capacity building and public policy at the federal and state levels.

The Chief Executive Officer is responsible for overseeing all aspects of CWWV, ensuring that it is operating efficiently and effectively to meet its strategic goals. In this role, he/she is the face of CommunityWorks, working closely with the Board of Directors, member organizations, government officials and the public. The position is based in Charleston and oversees a small staff of 2 and a budget of approximately \$450,000. Revenues come from a diverse range of funding sources including grants and contributions and earned income. The 2018-2020 Strategic Plan includes priorities in the areas of lending services, member services (they convene semi-annual membership meetings), financial sustainability and governance.

Responsibilities

- Develop and implement strategic plans that meet the organization's goals and objectives created in partnership with the Board of Directors. This includes direct involvement in delivery of program services, such as commercial and housing lending and real estate management.
- Recruit and develop a staff of leaders to manage the business functions of the organization.
- Ensure commitment to and compliance with all applicable laws and regulations across the organization.

Job Qualifications and Skills

- Bachelor's Degree required; Master's Degree preferred, or equivalent work experience in the housing and community development field
- Previous experience in a leadership role
- Deep understanding of financial strategies and finance-related performance metrics
- Strong aptitude for oral and written communication, presentation and relationship development
- Knowledge of best practices in management and governance
- Experience in property management, (for office maintenance and REO properties)
- Knowledge of both residential and commercial mortgage lending and loan portfolio management.

Other Professional Requirements

- Working knowledge of human resources, organizational financial reports, lending, project management and housing and community development programs
- Knowledge of the SAFE Mortgage Licensing Act: Minimum Licensing Standards and Oversight Responsibility, and ability to successfully pass criminal background check and possess an acceptable credit score by NMLS
- Ability to obtain Mortgage Lender and Broker licenses with the WV Financial Institutions Department, and secure a Surety Bond in favor of the Commissioner of the WVFI
- Must have a valid Driver's License, a clean driving record and use of an insured vehicle.

Compensation

CommunityWorks offers a competitive salary and benefits program.

Application process

To apply, submit resume, cover letter and salary requirements to CEOsearch@Communityworkswv.org. Application deadline: February 25, 2019.

“CommunityWorks in West Virginia is an Equal Employment Opportunity organization.”