



OUR MISSION:

*To Foster a Continuity of Voluntary and Professional Leadership
for the Nonprofit Sectors of the United States and Canada*

Frontier Housing Morehead, Kentucky

Position Profile:

President and Chief Executive Officer

Organizational Overview

Frontier Housing is an affordable housing nonprofit serving 11 counties in Northeastern Kentucky: Bath, Boyd, Carter, Fleming, Elliott, Morgan, Menifee, Magoffin, Montgomery, Rowan and Wolfe Counties. Frontier Housing was founded in 1974, when a few committed volunteers, supported by area churches, worked to provide solutions for the tremendous numbers of families who were living in unsafe, overcrowded and unaffordable conditions. Frontier has grown from these volunteers into a professional, productive, nonprofit provider of housing solutions.

Today, Frontier is a NeighborWorks® Network HomeOwnership Center with an Exemplary rating, and is the largest residential builder in its service area and one of the largest nonprofit single family builders in Kentucky. Frontier is also a Community Development Financial Institution (CDFI) and a NeighborWorks® Full Cycle Lender, proud of its reputation of ensuring sustainable homeownership with low foreclosure rates. Frontier is also a member of the Federation of Appalachian Housing Enterprises (FAHE) network serving Central Appalachia.

Frontier recognizes the practicality of energy efficiency in housing to enhance each family's ability to afford their home over time. Frontier has pioneered affordable methods to achieve monthly savings in utility bills. This leadership has been rewarded by the Housing Assistance Council (HAC) nationally and FAHE regionally. These nonprofit housing awards are complemented by Frontier's recognition as one of the largest producers of ENERGY STAR homes in Eastern Kentucky Power Cooperatives (EKPC) power grid despite competition with for-profit builders.

Historically assisting over 1,500 families, Frontier now provides over 100 affordable housing solutions each year. Over the years, we have added \$90 million to the local tax rolls.

These tax dollars support community building as they flow through to our local schools, businesses and region. As a full-service provider of single and multi-family housing, Frontier offers homebuyer education, affordable home mortgage loans, subdivision development and a wide range of home choices including site-built, modular, manufactured housing and rental options. These homes support our workforce families and through them our industries, university and hospital employee base. When flooding or tornadoes strike, Frontier plays an important role in providing speedy and cost effective rebuilding options for our service area.

Though the range and scope of our services have grown in size and sophistication over the years, we believe today, as we did when we were founded, that everyone deserves a safe, decent, affordable home. By helping people to meet their housing needs, we hope not only to improve individual lives but also to build better, stronger communities that are good for all of us. Frontier has proven that when quality products are coupled with responsible lending, individuals of all incomes can be successful homeowners.

Programs

Housing Design and Construction

Frontier offers home building plans and custom designs for new homes. After designing a home's building plan, Frontier oversees the whole construction process to ensure the home is energy-efficient and to the highest standard.

Homebuyer Education

Buying a home is typically the largest purchase that someone will make in his or her lifetime. Frontier provides families with all the information they need to make educated decisions about the home buying process. Homebuyer education classes provide a general overview of everything you need to know about the home buying process, and Frontier's Housing Specialists are equipped with the education and experience necessary to help first time homebuyers overcome whatever obstacles stand in their way on the path to purchasing a new home.

Manufactured Housing Done Right

Frontier has teamed up with Next Step and Smart MH to create and distribute an innovative and special line of manufactured homes that meet the specific requirements of nonprofit housing providers and the customers they serve. We have set performance standards to ensure quality, not only for the homes themselves, but for the entire home buying and placement process. We have homes that appeal to people of all walks of life, making sure everyone interested in manufactured homes in our service area will be pleased.

Lending Resources

Frontier provides a one-stop shop to assist homebuyers in accessing needed financing in multiple ways. Frontier assists customers who are looking for a mortgage loan for a new or previously owned home, and also provides buyers homebuyer education, and access to down payment assistance. Frontier's experienced staff work to ensure that the needs of the people in our area are met.

Additional information about the organization can be found at <https://www.frontierky.org/>

The Leadership Opportunity

The CEO will report to an 11-member board of directors, on which s/he will serve as an ex-officio member. The CEO manages a budget of \$1.2M, and an additional 10 staff members.

Currently under the leadership of Interim CEO Tom Carew, Frontier's long history of service to the local community and its committed and knowledgeable staff provide a solid foundation for the new CEO to build upon. The organization has a strong balance sheet, yet housing production and sales have decreased in recent years leading to a deficit budget.

Collectively, the board and staff are eager to find a new CEO to lead the development and implementation of a strategy to increase its housing development and thereby improve the organization's financial performance and provide the community with additional housing resources.

The Position and Priorities

The CEO will inherit an organization with a strong reputation in the community, upon which s/he will need to build in order to achieve Frontier's dual goals of increased housing development and financial sustainability. To this end, the CEO will have the following strategic priorities for the first 18-24 months of his/her tenure:

Housing Development is central to the organization's financial and mission success, and Frontier's primary strategic focus for the next few years is to significantly increase production and net revenue in that area. While the specific mix of housing programs will be determined after careful evaluation, home construction is expected to play a key role.

The following additional priorities will comprise the balance of the new CEO's emphasis:

- **Evaluate the feasibility of securing philanthropic and corporate support for the organization. As appropriate, develop relevant fundraising strategies** for the board's review, approval and support in their execution.
- **Strengthen the organization's public image and relationships** with institutional partners, elected officials, supporters and other stakeholders.
- **Ensure a positive workplace culture** in which staff members work together effectively and know their input and accomplishments are valued.
- **Assess the organization's structure and systems**, and take appropriate actions to ensure optimal performance and organizational sustainability.
- **Build a strong working relationship with the board** and support its continued development.

Experience, Skills and Attributes

The CEO personifies the mission of Frontier Housing. Reporting to the Board of Directors, the CEO provides leadership for the organization, and is responsible for the overall management, strategic direction, fundraising, accountability, and administration to ensure the organization achieves its goals, according to board approved policies and procedures.

Ideal candidates for this position will be passionate about Frontier Housing's mission of providing affordable housing solutions to build better communities. The ideal candidate will have excellent interpersonal, relationship-building and communication skills in order to most effectively lead the organization among internal and external stakeholders. The CEO should have proven nonprofit management skills, and be an inspirational and energetic team builder, with a collaborative leadership style, and an ethic of transparency and openness.

Preferred qualifications include:

- A Bachelor's degree in public, non-profit, or business management, plus eight years progressively responsible experience in nonprofit leadership and development, with five years' experience in a senior leadership role. Educational qualifications may be waived depending on work history. Executive level corporate or public sector experience with significant volunteer

leadership roles may substitute for nonprofit experience.

- Five years' experience in development of affordable housing, preferably including construction, single and multi-family housing development, and experience with government funding sources.
- Knowledge of non-profit management and human resources best practices, laws and regulations. Experience in assessing staff within a performance management system.
- Demonstrated leadership skills in inspiring, empowering and developing current and future staff to achieve strategic organizational goals. Demonstrated team-building and listening skills.
- A track record of successfully representing an organization to partners, funders, elected officials and the broader community.
- An engaging public speaking style.
- Philanthropic fundraising experience, including experience soliciting major donors, corporate partners and/or private foundations.
- Strong financial management skills, including experience managing a budget and performing business and program analysis within an organization of a similar or greater size and complexity.
- Excellent written, oral and social media communication skills at all levels, with staff, board, and community stakeholders.

Job Requirements

- Valid driver's license, safe driving record, current vehicle insurance, and ability to use personal vehicle for Frontier business.
- Willingness to travel within Kentucky and nationally.
- Must be able to pass criminal background and credit checks.

Working Conditions

Work is performed typically in an office environment and a variety of settings among diverse stakeholders and audiences. A considerable amount of time will be spent in meetings, at a computer screen for extended periods, at events, and speaking before public audiences. Frequent use of phones and e-mail will be required to communicate with stakeholders. Frequently works outside normal working hours and will drive due to work performed with donors and other stakeholders in the community. Occasional travel out of town and out of state will be required.

Compensation

Above-market salary for Kentucky-Tennessee-West Virginia region, plus health insurance, disability insurance, life insurance, and employer contribution toward state retirement plan. Employer provided cellular phone and data service. 20 days/year of paid time off.

Application Process

To apply, interested candidates should e-mail his or her resume, cover letter and salary requirements to: execsearchfrontier@thirdsectorcompany.com
(E-mail applications are required)

Frontier Housing is an Equal Opportunity Employer and makes its hiring decisions without regard for race, ethnicity, gender or sexual orientation.