



Position Announcement
Chief Executive Officer
ACTION-Housing
Pittsburgh, Pennsylvania

Investing in the People & Communities of Southwestern Pennsylvania

ACTION-Housing in Pittsburgh, PA seeks a dynamic & strategic Chief Executive Officer (CEO) who is committed to advancing ACTION's mission to empower people to build more secure and self-sufficient lives through the provision of decent, affordable housing, essential supportive services, asset building programs, and educational and employment opportunities.

The Organization

Founded in 1957, ACTION-Housing (ACTION) has assisted a wide array of populations throughout Southwestern Pennsylvania, focusing on those generally underserved by traditional services including senior citizens, veterans, individuals with physical and/or intellectual disabilities, individuals on the autism spectrum, and youth who have aged out of foster care.

Over the years, ACTION's work has evolved from limited rehab-for-resale projects within the City of Pittsburgh to encompassing a wide variety of housing and social service programs serving thousands across the region. ACTION has become a nationally recognized leader in affordable housing development and social services provisions.

Whether it be helping to find an affordable place to live, preventing foreclosure on a home, performing weatherization work for low-income households, or simply checking in with a client to see how they are doing, people are the most important part of our work. ACTION takes an individualized, caring, and empathetic approach when communicating with clients and residents; taking time to understand each client's unique situation.

ACTION-Housing's Work

ACTION improves lives. Whether it's through provision of affordable and supportive housing, or a supportive services program, ACTION invests in the people and communities in Southwestern Pennsylvania in three main areas:

Develops, manages, and preserves affordable housing.

Provides human services and navigation to resources for keeping people in their homes

Supports policy vision setting related to increasing affordable housing

Today, ACTION offers:

- **Property Management & Housing:** Housing for individuals at risk of or facing homelessness, connecting individuals at risk of homelessness with Single Room Occupancy rooms, a wide spectrum of supportive housing, and buildings for seniors or older adults (62+).

- **Our Services:** Weatherization to make homes a more comfortable place to live, *MyPlace Youth Program* to address youth homelessness; Affordable Home Repairs providing financial assistance for home improvements, *Housing Connector* to connect people with varying disabilities with independent housing options, *Penn Hills Homebuyer Assistance Program* providing down payment and closing cost assistance, Eviction Prevention and Rental Assistance programs to stabilize renter households, and other services.
- **Real Estate Development:** Serving the most vulnerable populations including the development of over 4,500 units of housing, ACTION is the largest nonprofit developer in Western Pennsylvania and one of the only developers in Pennsylvania providing comprehensive supportive housing for those most in need.

ACTION's significant accomplishments include:

- \$135M in Emergency Rental Assistance Program (ERAP) for 33,000 households.
- 2,001 units of affordable family, senior, or special needs housing developed, managed, preserved, or facilitated
- \$17.3M in investments in programs and services for the region's most vulnerable populations
- 140 young people assisted through the MyPlace program, which provides stable housing and life skills training to youth facing homelessness
- 540 households received mortgage assistance when facing mortgage delinquency
- \$107M and 365 new units in affordable housing real estate development currently in planning or underway

ACTION-Housing is....

Trustworthy: mission-focused, high level of ethics, and when people at ACTION say they can get something done, they do.

Collaborative: community-oriented, has many different relationships, shares the spotlight, and advocates for its partners.

Compassionate: socially conscious, values the people and community it serves.

Creative: creative thinkers; new ways to get funding for projects; creative, persistent problem solving.

Headquartered in Pittsburgh, ACTION-Housing has a current annual operating budget (inclusive of capital and real estate development budgets) of \$67 million and net assets of \$32.5 million. The organization derives a substantial portion of its revenues through contracts and grants from public and private organizations. ACTION-Housing also has two subsidiary entities (AHI Development and CHI Affordable Housing) that are principally engaged in pursuing housing development opportunities. In addition, ACTION owns and operates a portfolio of 40+ multifamily affordable housing properties and runs an affiliated property management organization through AHI Development. Governed by an eighteen-person Board of Directors at ACTION-Housing with a twelve-person Board of Directors for its real estate development subsidiaries, ACTION employs over 100 staff members. For more information, please visit ACTION-Housing's website at <https://actionhousing.org/>.

Organizational Transition

ACTION is in an important transition period. After 45 years of service, the current Executive Director will be stepping down in Summer 2024. To effectively plan for this transition, ACTION- has been working through a leadership succession plan for the last several months.

The Position

Reporting to the Board of Directors, the CEO works collaboratively within the organization and across the networks of partners in Pennsylvania, providing leadership to sustain ACTION's vision to empower people to build more secure and self-sufficient lives. The Board will look to the CEO to build on accomplishments and impact and will collaboratively lead internally and externally to envision, plan for, and implement new innovations and strategies to invest in the people and communities in Southwestern Pennsylvania.

Key Priorities

Impact

- Build on ACTION-Housing's history of developing and managing affordable housing as well as operating a wide range of social service programs throughout Southwestern Pennsylvania.
- Understand the range of operations and requirements essential for managing the strategic implementation and evaluation of affordable housing and property management projects.
- Able to successfully lead and effectively manage a complex business model that includes social services, real estate development, and property management operations.

Relationship Building

- Maintain, strengthen, and steward relationships across industry sectors; influence innovation through cross-sector partnerships.
- Sustain the passion for and dedication to mission impact by building on the shared culture of trust, positivity, creativity, compassion, and collaboration with the staff and Board to advance the mission.

Vision & Planning

- Engage in building a vision for affordable housing in Southwestern Pennsylvania and balances the vision with successful operation management by empowering staff, ensuring long-term sustainability of resources, and leveraging partnerships and collaborations.
- Collaborate with the Board and staff to build consensus around implementing long-term planning processes that align with ACTION's vision, reflect the shifting supply and demand in the affordable housing landscape in Southwestern Pennsylvania, and develop innovative solutions to increasing affordable housing access.

Key Responsibilities

The CEO will provide leadership to the organization by simultaneously managing its day-to-day duties and lead ACTION through responsible growth. Primary responsibilities include:

- Shape the vision for the organization by tracking the current and changing landscape, identifying priorities to achieve mission, building consensus around key priorities, and exploring future funding modalities.

- Represent ACTION and advance professional networking, serving as a liaison to community partners, including local, state, and federal government; private sector finance institutions and developers; community organizations; service agencies; and philanthropic organizations.
- Cultivate, steward, and strengthen relationships across sectors and identify creative opportunities for new strategies with partnerships that will generate, grow, and diversify new funding opportunities.
- Maintain a working knowledge of the political and economic landscape impacting equitable access to affordable housing and support services.
- Provide fiscal oversight and management to organization-wide finances, diversify revenue streams, sustain a financially healthy organization, and provide input to the ACTION-Housing and AHI/CHI Boards.
- Lead a team that encourages collaboration and empowers staff to develop and grow.

Skill & Attributes

Successful candidates for this position will share a commitment ACTION-Housing's mission and will bring to the role a variety of experiences and attributes, including:

Background & Experience

- 10+ years of experience with progressive responsibility in affordable housing, homeownership, and/or community development.
- Grounded understanding of the business of affordable housing and the range of operations in affordable projects, including both tax-credit and HUD-funded affordable housing programs and property management/operations. Familiarity with PA state programs is desirable.
- Demonstrated passion for and commitment to affordable housing, inclusive community development, and mission-driven organizations.
- Demonstrated experience working with community partners (agencies, businesses, and nonprofits) and ability to maintain partnerships with diverse organizations and individuals.
- Proven nonprofit leadership and management experience in an organization of similar scale and mission.
- Familiarity and experience working within Southwestern Pennsylvania a plus.

Skills & Attributes

- Strategic, visionary, and creative mindset; proven experience with managing organizational vision while simultaneously managing the day-to-day.
- Experience holding responsibility for an organization or department level statement of income and expense, with a track record of leading surplus budgets.
- Fundraising experience, including a demonstrated ability to engage with partners and funders for fundraising opportunities and collaboration.
- Authentic and effective relationship builder; skilled at connecting and working with diverse partners across industries and stakeholders (government, private/businesses, nonprofits, and board); exceptional interpersonal and collaboration skills.

- Exceptional written and oral communication skills and style, including listening and articulating key messages externally. Effective public speaker skills.
- Experienced leader with a commitment to empowering staff and staff development and encouraging trust and collaboration; mission-oriented leader who can balance strategy and action. Ability to navigate complicated or difficult conversations with respect for all stakeholders affected.
- Experience working with or serving on a nonprofit board.

Benefits: ACTION offers a comprehensive benefits package including health, dental, life, and unemployment insurance; paid holidays and paid time off; and retirement plans with an employer contribution as well as professional development memberships and opportunities. Located in downtown Pittsburgh, ACTION's main office is in the historic ALCOA Building with a dedicated parking space for the CEO. ACTION prefers a work environment of in-person collaboration.

Application Process

To apply, upload resume and cover letter which conveys your interest in this leadership opportunity by clicking [here](#). Please contact Shreya Mahatwo at shreya.mahatwo@marcumllp.com if you experience technical difficulties submitting your materials or if you are a qualified candidate with a disability and require an accommodation.

For other inquiries about this leadership opportunity, contact:

Adrienne O'Rourke at Adrienne.ORourke@marcumllp.com

Karen Schuler, Partner at Karen.Schuler@marcumllp.com

No other application materials will be reviewed at this time. Resume reviews begin immediately.

Equal Opportunity Employer

ACTION is an equal employment opportunity employer. In all cases, ACTION will adhere to applicable federal, state and local laws, regulations, and guidelines with regard to nondiscrimination against job applicants and its own employees with respect to race, color, religion, sex, marital status, sexual orientation, gender identity, age, national origin, ancestry, citizenship status, veteran status, union affiliation, the presence of a non-job-related medical condition, disability, pregnancy, genetic information or any other legally protected status. All promotions, rates of pay, training opportunities, and transfers are conducted on this nondiscriminatory basis. ACTION's objective is to employ individuals who are qualified or trainable for a position under job-related standards of education, experience, personal qualifications, or training.

About Marcum's Nonprofit & Social Sector Group

On behalf of ACTION-Housing, Marcum's Nonprofit & Social Sector Group is working with the Board of Directors to advance the search. Founded in 1984, we are, and always have been, a mission-driven professional services firm seeking to do more for nonprofits and socially conscious companies. We exist to do meaningful work for organizations like ACTION-Housing who are making a difference in our communities and our world. Learn more about our work at <http://marcumllp.com/industries/nonprofit-social-sector>.