

JOB TITLE: President and Chief Executive Officer	STATUS: Full Time/Salary
CURRENT EMPLOYEE:	DEPARTMENT: Executive
SUPERVISOR: Board of Directors	FSLA: Exempt

Position Summary

Frontier Housing is the leader for affordable housing solutions in Appalachian communities in the heart of the Ohio River Valley. Since 1974, Frontier has improved the quality of life for individuals and families, helping them achieve long-term stability, financial independence, and generational wealth. Frontier offers a supportive, fast-paced environment, where we work together to build better communities. The President & Chief Executive Officer is the top executive of Frontier Housing and is accountable to the Board of Directors. This position is responsible for all aspects of the organization and also serves as Frontier's primary public representative.

Duties & Responsibilities

- Provide overall executive leadership for Frontier Housing, including organizational direction, staff leadership, financial sustainability, and mission advancement
- Work with the Board of Directors to establish, implement, and evaluate short- and long-term goals, annual priorities, strategic plans, and performance measures
- Ensure Frontier maintains strong financial health and sustainability through financial systems, budget discipline, internal controls, procurement practices, risk management practices, and compliance with applicable laws, regulations, funder requirements, and nonprofit standards
- Serve as a non-voting participant and primary liaison for the Board of Directors and support the Board in fulfilling its governance responsibilities through timely communication, accurate reporting, policy development, strategic guidance, and effective meeting preparation (including scheduling, agendas, materials, and all administrative items)
- Ensure that Frontier's programs, services, assets, and lines of business are evaluated and managed for quality, impact, compliance, efficiency, and financial viability
- Identify internal and external issues that may affect Frontier and provide timely recommendations to the Board
- Develop and implement strategies that respond to affordable housing and community development needs in the communities Frontier serves
- Ensure that Frontier's programs and lines of business remain aligned with the organization's mission, values, financial capacity, and long-term goals
- Promote a culture of continuous improvement, accountability, collaboration, customer focus, and mission-centered decision-making
- Provide information, advice, and counsel to the Board Chair, Board Committees, and Board of Directors regarding policies, programs, strategic direction, risk, finances, and organizational performance

- Ensure appropriate documentation, records, minutes, resolutions, board actions, policies, contracts, agreements, grants, loans, commitments, and organizational records are reviewed, executed, and maintained appropriately
- Oversee the development of annual and multi-year budgets, revenue projections, capital plans, cash flow projections, and financial forecasts in partnership with senior staff
- Ensure operating results established in the annual budget are achieved, and that expenses remain within approved budget parameters
- Ensure timely, accurate, and transparent financial reporting to the Board, Finance & Audit Committee, funders, lenders, and other appropriate stakeholders
- Assess financial risks, capital needs, debt obligations, income shortfalls, expenditure concerns, and organizational liabilities
- Develop and implement strategies to stabilize, diversify, and grow revenue through earned income, fundraising, grants, philanthropy, lending, partnerships, and other appropriate sources
- Oversee Frontier's financial and physical assets, including real estate assets, rental portfolio, loan fund, facilities, equipment, technology, and related liabilities
- Serve as Frontier's lead ambassador/spokesperson and represent Frontier with credibility and professionalism among funders, donors, lenders, government agencies, public officials, nonprofit organizations, coalitions, civic groups, community partners, residents, customers, and the general public
- Cultivate relationships with individual donors, foundations, corporations, government funders, banks, CDFIs, philanthropic partners, and community stakeholders
- Identify and pursue new funding opportunities, grants, capitalization strategies, earned revenue opportunities, and partnerships
- Work with the Board and appropriate committees to strengthen fundraising, donor engagement, public relations, and community visibility
- Maintain positive relationships with local, regional, state, and national partners whose work affects affordable housing and community development.
- Oversee the allocation of organizational resources to promote effectiveness, efficiency, quality, and sustainability
- Ensure the development, maintenance, and implementation of emergency preparedness, disaster recovery, and business continuity plans
- Work with senior staff to identify areas for process improvement, operational efficiency, quality improvement, and stronger internal communication
- Hire, supervise, develop, evaluate, support, and promote effective collaboration across senior staff while ensuring staff are held accountable for performance, professionalism, and mission alignment
- Promote a positive and high-performing workplace culture consistent with Frontier's values
- Ensure effective human resources policies, procedures, professional development, succession planning, and staff retention practices
- Delegate authority appropriately while maintaining executive accountability for organizational performance

- Build trust with staff by encouraging communication, transparency, shared problem-solving, and thoughtful change management
- Ensure Frontier maintains good standing as a nonprofit corporation and complies with applicable legal, regulatory, contractual, and ethical obligations
- Consult with legal counsel, auditors, funders, lenders, and other professional advisors as needed
- Maintain corporate signature authority consistent with Board-approved policies and delegations
- Ensure Frontier maintains appropriate insurance coverage, risk management practices, document retention, and internal controls
- Model high standards of ethics, transparency, accountability, confidentiality, and professional integrity
- Perform other related work as required

Experience & Qualifications

- Four or more years of senior leadership experience, preferably in a nonprofit, affordable housing, community development, real estate, lending, financial, or mission-driven organization
- Demonstrated experience with budgets, programs, partnerships, fundraising, donor cultivation, community engagement and organizational performance
- Strong understanding of nonprofit management, board governance, financial management, budgeting, compliance, and risk management
- Demonstrated ability to lead during periods of change, financial pressure, organizational transition, or strategic repositioning
- Excellent verbal and written communication skills
- Excellent organizational skills and attention to detail
- Strong relationship-building and leadership skills
- Ability to analyze complex information and make sound recommendations
- Ability to develop and implement strategic plans, annual goals, workplans, budgets, and key performance measures
- Proficient with Microsoft Office Suite or similar software, and organizational data systems
- Must be eligible to be employed in the United States
- Ability to speak, read, and write in Spanish is preferred
- Must work well in a team, as well as being able to work independently
- Ability to work effectively with individuals from diverse backgrounds and socioeconomic circumstances
- Experience with writing, managing, and overseeing grants and contracts preferred
- Experience with federal, state, local, philanthropic, and private funding sources related to affordable housing and community development preferred
- Experience with construction, mortgage lending, CDFI operations, and asset management preferred
- Knowledge of, and an affinity for, Frontier's mission, and for energy-efficient construction practices and methods

Frontier Housing, Inc.

Job Description



- Bachelor's degree in business administration, Public Administration, Nonprofit Management, Finance, Community Development, Housing or a related field; related work experience may substitute for education requirement
- In addition, the successful candidate must be willing to travel with Frontier's service area and to regional, state, or national conferences

Physical Demands and Work Environment

The physical demands listed here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodation may be provided to enable individuals with disabilities to perform the functions.

- Ability to remain in a stationary (sitting or standing) position for extended periods
- Frequent use of hands and fingers for typing, writing, and handling office equipment
- Movement within office to access files, equipment, attend meetings, etc.
- Ability to travel to and traverse uneven ground on development sites
- Ability to read documents, view computer screens, and perform detailed work
- Ability to receive written and oral communication
- Ability to lift and carry items up to 20lbs occasionally

Compensation Package

Competitive salary and benefits package, including a cell phone allowance, based on experience.

Location

Frontier Housing office in Morehead, Kentucky

Disclaimer

This job description in no way states or implies that these are the only duties to be performed by the employee(s) of this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities.

Signature

Date