



Executive Director

Organization: MaxHousing

Location: Cleveland, Ohio

Reports To: Board of Directors

Status: Full-Time, Exempt

Organizational Overview

MaxHousing is a nonprofit organization dedicated to advancing accessibility, independence, and inclusion in homes and communities. With over four decades of leadership, MaxHousing owns and operates 5 accessible apartment communities; operates the Accessibility First program; and serves as an advocate and educator for accessibility in housing across Northeast Ohio.

Position Summary

The Executive Director serves as the chief executive officer of MaxHousing, providing Strategic leadership and operational oversight to fulfill the organization's mission. This role involves guiding the organization's programs, staff, and resources, ensuring compliance with regulatory requirements, and representing Max Housing to stakeholders, partners, and the broader community.

Key Responsibilities

- **Operational and Financial Management**
 - Oversees day-to-day operations, including property management, program implementation, and administrative functions.
 - Ensures compliance with applicable laws, regulations, and standards, including HUD requirements and fair housing laws.
 - Develops and manages the annual budget, ensuring financial sustainability and accountability.
- **Program Development and Oversight**
 - Leads development and execution of programs that promote accessible housing, including the Vistas Apartment Communities and the Accessibility First Program.
 - Monitors program outcomes and impact, making data-driven decisions to enhance effectiveness.
 - Fosters innovation in program design to address emerging needs in accessible housing.
- **Staff Leadership and Development**
 - Builds, leads, develops, and retains a high-functioning, mission-driven team.
 - Fosters a high-performing, collaborative, and inclusive organizational culture.
 - Provides ongoing performance coaching and feedback, conducts regular performance evaluations, and addresses performance and conduct issues promptly, consistently, and in accordance with organizational policies.
 - Promotes a culture of continuous learning by providing meaningful professional development and growth opportunities that strengthen employee capabilities and support organizational success.

- **Strategic Leadership**
 - Collaborates with the Board of Directors to implement strategic priorities, support governance responsibilities, ensure transparent communication, and advance the organization's mission and long-term sustainability.
 - Partners closely with the Board of Directors by providing strategic counsel, timely information, and operational leadership to support informed governance and effective organizational oversight.
 - Champions a culture of integrity, accountability, and mission alignment by modeling the organization's values and ensuring adherence to its policies, ethical standards, and governance practices.
 - Provides strategic leadership for marketing, branding, and communications to enhance the organization's visibility, strengthen stakeholder engagement, and support fundraising, advocacy, and community outreach efforts.
- **Community Engagement and Advocacy**
 - Serves as the primary spokesperson and public ambassador for MaxHousing, effectively communicating the organization's mission, impact, and strategic priorities to the community, media, funders, partners, and other key stakeholders.
 - Develops and advances the organization's public policy agenda by identifying emerging issues and barriers; analyzing legislative and regulatory impacts; and building collaborative relationships with elected officials, government agencies, and community partners to advocate for policies that advance MaxHousing's mission.
- **Fundraising and Resource Development**
 - Develops and executes a comprehensive fundraising strategy to advance MaxHousing's mission, strategic priorities, and long-term sustainability.
 - Builds and maintains strong relationships with donors, foundations, corporate partners, and other funding stakeholders to support the organization's fundraising and resource development goals.
 - Oversees the organization's grant strategy, including proposal development, grant compliance, and timely reporting to funding partners.

Qualifications

Education and Experience

- Bachelor's degree in nonprofit management, public administration, business, or related field; advanced degree preferred.
- Minimum of 7 years of successful senior leadership experience in nonprofit management, housing, or related sector.
- Demonstrated success in program development, property management, financial management, staff supervision, and fundraising.

Knowledge, Skills, and Abilities

- Strong understanding of accessible housing issues, disability rights, and regulations.
- Excellent communication and interpersonal skills.

- Strategic thinker with effective decision-making and problem-solving skills.
- Financial management, budgeting, and reporting proficiency.
- Commitment to diversity, equity, and inclusion.

Working Conditions

- Primary work location at MaxHousing's main office in Cleveland, Ohio.
- Occasional travel required for meetings, conferences, and site visits.
- Flexibility to work evenings and weekends as needed.

Compensation and Benefits

- Salary range: \$165k - \$185k, commensurate with experience.
- Generous benefits package including health insurance, retirement plan, paid time off, and professional development opportunities.

Application Instructions:

- All candidates are asked to apply through Indeed: <https://www.indeed.com/job/executive-director-ceo-7213e925c2511ad6>