



Bridgeport Neighborhood Trust
Chief Executive Officer
Bridgeport, CT

Background

Bridgeport Neighborhood Trust (BNT) was created in 1986 to help address the issue of affordable housing.

BNT's mission is to LEAD, EMPOWER and CHANGE Bridgeport neighborhoods, improving quality of life through affordable housing opportunities. To meet this challenge, BNT develops and manages affordable housing, provides comprehensive homeownership education and wealth building services, and supports economic empowerment through its social enterprise initiative.

As an active community housing development corporation, BNT has successfully fulfilled its role as a private non-profit community development organization that creates affordable housing opportunities and services to low-income families. **While BNT's demonstrated success is valuable,** continued growth and exploration of uncharted opportunities is anticipated. BNT has been recognized as a leader in developing affordable house and community development. The organization has been the recipient of a Bank of America Neighborhood Builder Award, a TD Bank Housing for Everyone Award, a Southern Connecticut Black Chamber of Commerce Economic Development Impact Award, and from The WorkPlace both a President's Award and Community Partner of the Year Award.

BNT is an effective and results-driven nonprofit focusing much of its efforts on expanding its operations in the City of Bridgeport and throughout Fairfield County. BNT is focused on achieving tangible results with its unique "do whatever it takes" approach to community development. Over the past 13 years BNT has increased its staff from one to 24, grown the operating budget from \$100,000 to over \$5,000,000, added 208 housing units and 18,000 sq. ft. of commercial space to its portfolio, helped more than 2,500 families achieve homeownership, and assisted 360 households avoid foreclosure.

BNT's work is divided into 4 business lines.

Real Estate Development – BNT has developed over 200 units of affordable housing, leveraging more than \$50M of public/private resources. These developments (plus an additional 100 units in their pipeline, that address abandoned lots and blighted properties), **improves the community's** physical infrastructure and appearance, and attracts new residents to neighborhoods in need of revitalization.

Property Management – BNT provides property management to 208 residential units over 20 sites and 18,000 sq feet of commercial space, representing \$24M in affordable housing assets. **Its properties include both family and individual rental housing,** with a mix of market, affordable and permanent supportive housing.



Empowerment Resource Academy – BNT is a HUD approved and CT Housing Finance Authority certified housing counseling agency. The Academy helps families achieve self-sufficiency, build wealth, maintain financial stability and avoid foreclosure by providing programs in pre-purchase and rental counseling, mobility counseling, eviction prevention, and resident engagement and empowerment services.

Social Enterprise – BNT creates businesses that support its mission, creates jobs, and provides training and internship opportunities for residents to help lift them out of poverty. These businesses include a general construction company along with several community retail and food service businesses.

For more information, please visit www.bntweb.org

Position

The Chief Executive Officer serves as the chief professional officer of the organization and reports **to and is accountable to the organization's Board of Directors**. S/he provides leadership and **strategic direction toward achievement of BNT's goals and vision**.

The CEO will be a seasoned executive with demonstrated experience in helping organizations grow to scale. Knowledge and expertise in organization planning, all methods of fundraising, communications, operations, and management, as well as a strong entrepreneurial vision are important to the success of this position.

This highly visible and hands-on executive will be responsible for the leadership, management, and growth of BNT, including planning, annual budget development, and implementation and evaluation of all operations in conjunction with senior staff and the Board of Directors.

It is expected that the CEO will spend significant time working externally to explore new housing development projects, through networking with city/state officials, private developers, banks, other nonprofits, etc. S/he will also work to **increase awareness and recognition of BNT's work that will result in growth of private contributions and public support**. It is expected that the CEO will be deeply involved in working with the Board and staff to build a culture of philanthropy within the organization.

Professional leadership is an integral component of the position. The CEO is expected to be a leader and resource to the Board and staff in addressing **BNT's** opportunities and challenges. The CEO must be a strong communicator in groups and with individuals, able to interpret issues clearly, and effectively persuade others in a manner that leads to agreement and action.

The Board will seek a chief executive skilled at **diversifying and maximizing the organization's revenue stream**. The ability to think creatively about program development and to be **entrepreneurial will be integral to the executive's success**.

Responsibilities

Financial Management: Prepare and manage annual operating budget to maintain fiscally sound operations. Develop and execute resource strategy for general operating support. Coordinate financing mechanisms (equity, debt, capital) for housing development projects. Ensure that all

necessary annual filings are completed. Secure and manage annual financial audit. Manage all resources in a fiscally responsible manner, in compliance with all internal policies, local, state, federal regulations, and GAAP.

Fundraising: Demonstrated track record of organizational fundraising. Obtain grant resources for program development. Seeks to obtain grant, fee and revenue generating opportunities. Cultivate and maintain relationships with a variety of existing and potential funding sources.

Administrative and Human Resource Management: Ensure that BNT's mission is clearly stated and understood by the staff, consultants and the Board; that all programs and policies are in concert with the organization's mission; and the mission is updated, as conditions change. Oversee and supervise the preparation of financial and program information to facilitate planning, evaluate **organization's performance and support resource development efforts.** Maintain appropriate technology and information management systems. Assess staffing needs and recommend and implement changes as required. Prepare succession plans for the organization's staff. Hires, supervises, trains and motivates staff, and promotes development of their skills and leadership abilities. Interfaces with staff in specific program areas. Develop salary and benefits policies that attract and retain skilled personnel.

Marketing and Business Development: Manage a public relations/communication plan and the capacity to put it into action. Ensure regular communication tool, i.e. annual report, newsletter. Use website for fund development, publicity, creating partnerships, marketing and community resources. Use cutting edge technology to communicate about BNT's programs and projects. Recommend and develop new programs as market needs change. Market, education and advocate for BNT's projects and services. Create and build strategic alliances and partnerships that advance BNT's mission and strategic goals as well as the neighborhoods it serves. Serve as chief spokesperson, and represent the BNT in public settings.

Board of Directors: Collaborate with engaged and diverse Board of Directors, including coordination of board and committee meetings. Recommend and prepare policies for approval. Provide regular reports on activities, financial status, and achieving BNT's strategic planning goals. Implement all Board and Committee recommendations, directions and procedures. In conjunction with the President or designee, recruit and train new Board and Committee Members as appropriate. Determine staffing of all Board committees.

Housing Development and Construction Management: Implement real estate development projects from initial conception through design, construction or rehab, to rent-up and stabilized occupancy or sale. Coordinate and drive all of the components of a development project and ensure quality, timeliness, and profitability of the project. Insure that all projects are responsibly managed and deployed. Assures that comprehensive program and development presentations are provided to Board for review; that proposals are defensible; that loan closings proceed professionally; that construction projects are carefully monitored in accordance with the construction budget; and that any programmatic or development delays or workout situations are handled appropriately and that reports are made to the Board or appropriate Committee. Develop, implement, and monitor project budget.

Qualifications

The CEO should be an accomplished professional with a minimum of three years of relevant and accomplished management experience, and at least three years of community development and economic development experience. Experience should include working knowledge of local, state, and federal funding available, experience in housing development, construction management, property management, lead remediation, fundraising, board and community relations, personnel supervision, financial management and strategic planning.

The CEO must have strong leadership skill, possess a high level of commitment to meeting the needs of low income communities, have a reputation for high ethical and moral standards, have an inclusive, progressive leadership and management approach, and be enthusiastic about working with a diverse and committed staff and engaged Board of Directors. The CEO shall:

- **Possess a passion for meeting the growing need of low income families, BNT's mission and eagerness to represent the organization to a diverse group of external audiences;**
- Be a well-disciplined and results-oriented self-starter who is entrepreneurial, extremely resourceful, strategic and able to problem solve. Resilient;
- Have ability to balance multiple demands, prioritize tasks and retain clear focus;
- Present a solid and business-like image and maintain respect for the Organization within the business, financial, governmental and nonprofit communities;
- Possess proven effectiveness in serving as a spokesperson and representative with funders, community leaders, government officials, the media, and other stakeholders;
- Have excellent written and verbal communication skills;
- Be experienced overseeing capital construction or renovation;
- Knowledge of the industry or sector in which BNT operates is desired;
- Preferred master **degree or equivalent experience; bachelor's degree minimum;**
- In lieu of a college education, will consider unique life and work experiences that have demonstrated equivalent capabilities.

This position description is based upon material provided by BNT, an equal opportunity employer.

David Hinsley Cheng, Partner
Elise Riffel, Director of Research and Outreach

To apply to this position please visit www.DRGsearch.com

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