



## **POSITION OPENING: EXECUTIVE DIRECTOR**

### **CENTER CITY HOUSING CORPORATION**

*Salary range \$130,000 - \$200,000 + benefits*

*Incentive Potential: \$50,000 - \$150,000*

#### **Organization Overview:**

Center City Housing Corporation (CCHC) provides access to affordable, quality housing for individuals and families; stability for those suffering from chronic chemical dependency; case management and supportive services; assistance with and access to community resources; and other services that keep people stably housed.

CCHC excels in developing environments where housing and community stability can thrive. We utilize community feedback to improve service delivery and housing options. Most importantly, we meet our tenants where they are to surround their housing journey with caring services that change lives.

In 1973, 10 Duluth Central Hillside Neighborhood congregations joined to form CHUM, an ecumenical coalition to address homelessness and the growing number of adults needing chemical dependency assistance. Part of that original group's mission was to pave pathways to stable housing...And so, CCHC was formed.

Fast-forward to 1986, when CCHC became its own 501(c)3 nonprofit charitable corporation with a mission that endures today. CCHC grew from three buildings and about 90 affordable housing units in Duluth in its first year to 27 buildings and over 1,000 units across Minnesota. CCHC serves roughly 3000 clients with an annual budget of approximately \$15 million. As the need for housing persists, we are still expanding throughout the state. We focus on delivering integrated services on-site that restore dignity and create a pathway to life.

**To Learn More About Us:** visit [www.centercityhousing.org](http://www.centercityhousing.org)

#### **Position Profile:**

Reporting to the CCHC Board of Directors, the Executive Director oversees all aspects of the organization, including strategic planning, financial management, program development, community engagement, and staff leadership. Candidates should understand affordable housing policies, funding mechanisms, market trends, the root causes that impact long-term housing affordability, and have a grasp of current and historical housing disparities and strategies to address them. Experience with federal state and local housing authorities, tax credits, rent subsidies and supportive housing funding programs, especially for people dealing with homelessness, is important. Experience with property management is a plus.

This key leadership role requires a strategic thinker who can serve as the public face of the organization, articulating its mission and vision with clarity and passion. A proven ability to

build and maintain strong partnerships with diverse stakeholders including the Board of Directors, staff, funders, investors, government partners, and community leaders is essential.

In addition to strong relational skills, the Executive Director must possess experience in nonprofit management and operational oversight. This includes a clear command of financial responsibilities such as budgeting, fundraising, and grant reporting. The ability to be a strong, empowering manager who can delegate effectively is crucial.

The successful candidate will also have excellent communication and listening skills, enabling them to convey the organization's vision internally and externally while handling conflict in a constructive manner. The Executive Director will not only manage the day-to-day operations but also inspire and lead us in our mission. The ideal candidate will be a compassionate and collaborative leader who can listen and respect the ideas and opinions of others, while being able to make final decisions.

This is a full-time exempt position reporting to the board of directors, with a starting salary range of \$130,000 to \$200,000, an incentive potential of \$50,000 to \$150,000, plus competitive benefits (health insurance, dental & vision). Salary and incentive composition will be dependent on applicant skillset. The Executive Director currently supervises six direct reports on staff, and a small number of contractors, but is ultimately responsible for a staff of roughly 200 in five cities across Minnesota. This is an in person role that may require some evenings & weekends and occasional travel to our sites outside of Duluth. CCHC's main office is located in Duluth.

#### **KEY RESPONSIBILITIES**

- **Visionary & Strategic Leadership:** Serve as the public face of CCHC, articulating our purpose and vision with passion and conviction. We are seeking a forward-thinker who is comfortable with ambiguity and willing to take calculated risks.
- **Affordable Housing Development:** Either directly or indirectly through appointed leadership staff, oversee the implementation and management of affordable housing development.
- **Partnership with the Board of Directors:** Work in tandem with the Board to advance CCHC's mission.
- **Exceptional Relationship & Stakeholder Management:** Bring diverse stakeholders to the table, managing complex relationships with skill and commitment. You have extensive experience building relationships with affordable housing stakeholders.
- **Proven Operational & Organizational Management:** Demonstrated experience successfully managing a nonprofit, including financial oversight, fundraising, budget management, and grant reporting. As a strong and empowering supervisor, you are able to delegate to staff and volunteers.
- **Strong Communication & Conflict Resolution:** Possess excellent and clear communication skills to convey CCHC's vision both internally and externally. You should be adept at dealing with conflict constructively and have strong listening skills for building and maintaining relationships.

## QUALIFICATIONS

The ideal candidate is an experienced nonprofit leader, facilitator, and strategic thinker committed to collaborative solutions with experience and skills including:

1. 7 to 10+ years of non-profit, or similar, leadership and management experience overseeing programs, strategy and a diverse staff; and securing funds for programs and operations.
2. 7 to 10+ years of experience in affordable housing development, property management, and/or supportive services.
3. Proven experience in effectively communicating and engaging community members and others around a compelling and inspired vision and sense of purpose.
4. Experience managing budgets, including working with local, county and state grants and loans.
5. Experience creating and maintaining an empowered work culture and providing leadership and direction to staff.
6. Experience working in partnership and collaboration with other leaders and partners to move a shared affordable, supportive housing agenda forward.
7. Experience supporting a Board of Directors.
8. Strategic, future-oriented thinking with the ability to anticipate and navigate challenging situations.

## TO APPLY

To apply, send one PDF document containing a cover letter and resume to [admin@mightyconsulting.org](mailto:admin@mightyconsulting.org). The position will remain open until filled, submit materials by April 27, 2026 to be considered in the first screening round.

Your Cover Letter Should Address:

- Why you are passionate about ensuring that affordable, supportive housing is available throughout Minnesota
- How your experience has prepared you to lead a multi-sector collaborative
- Your approach to building relationships across diverse stakeholders

**Questions?** Reach out to [admin@mightyconsulting.org](mailto:admin@mightyconsulting.org)