



NeighborWorks® Northeastern Pennsylvania

Chief Strategy and Compliance Officer

STATUS: Exempt
REPORTS TO: President & CEO

POSITION SUMMARY

The Chief Strategy and Compliance Officer (CSCO) will act as a strategic and management partner to the Board, President & CEO, and Program Directors and is responsible for developing and executing strategies to accomplish business innovation and growth. The CSCO will lead all strategic planning and will oversee impact and evaluation, business development (including housing), and social ventures. This position is critical to the development of the vision, strategy, and compliance of the organization through program delivery, contract oversight, and high-level administrative management. Additionally, the CSCO is responsible for designing, implementing and monitoring organizational and programmatic compliance with all applicable laws and regulations. Utilizing strong interpersonal skills and a collaborative work approach, the CSCO must be self-motivated and comfortable in an evolving and growing organization.

ESSENTIAL FUNCTIONS

Responsibilities include, but are not limited to the following:

Organizational Leadership and Development:

- Acts as a key advisor to the CEO and Board of Directors on critical changes in the industry and external environment that may impact the organization.
- Engages external business and industry experts to learn and influence business strategies, constantly remaining alert and forward-thinking about opportunities and risks in the industry.
- With the CEO, build and grow the organization's innovation capabilities through the development and redevelopment of programs and internal processes.
- With the CEO and other members of the Leadership Team, challenge standard thinking to develop new ideas, approaches and solutions to barriers pertaining to the creation and availability of affordable housing opportunities. Provide organizational leadership, support, coordination, and communication throughout all areas of the organization.
- Foster a community of integrity, accountability, meaningful collaboration, intellectual curiosity, continuous learning, and open feedback.
- Work to promote and protect NWNPA's reputation as a responsible and effective community development organization and to ensure the efficacy of its programs.

- Model and create an equity-focused environment centered on embracing diversity and authentic inclusion in all areas of work and as a prerequisite for positive social change.

Strategy and Mission Stewardship:

- Together with the CEO, provide the strategic vision, direction, inspiration, and motivation necessary to ensure NWNNEPA's success, continued growth and evolution, and advancement toward the mission.
- Develop, review, modify, and execute on a strategic plan that will result in a strong financial foundation and resiliency that enables NWNNEPA to continue providing existing and new programs to the communities it serves; ensure short-term goals are achieved, and the organization has an ambitious but realistic strategic plan.
- Identify strategic risks and help to mitigate these risks.
- Collaborate with the board, leadership, special committees, and consultants to execute strategies that drive cross-functional business processes and interpret long-term plans into short-term objectives.
- Build strong partnerships with external stakeholders to advance strategic initiatives.
- Identify industry trends, assess and explore new business ventures, and monitor the execution of existing business initiatives.
- Collaborate with the CEO and Fiscal Department to develop a capital plan in line with the strategies and assist with the financial oversight of the plan.

Compliance Management:

- Design, implement, and monitor the processes by which the organization will comply with all applicable laws and regulations.
- Conduct risk assessments and audits to identify potential compliance issues.
- Develop and oversee tracking systems for grant proposal writing and reporting.
- Oversee contract and legal compliance for NWNNEPA vendor contracts, grant agreements, and other board-authorized obligations.
- Work, at all times, to carry out the fiduciary responsibilities of NWNNEPA and to ensure agency compliance with all applicable rules, policies, procedures, laws, and regulations.

Performance Management and Impact Measurement:

- Assist the CEO in the development of reporting strategies and in the refinement of management metrics to predict outcomes.
- Report to the CEO any material deficiencies identified, whether current or anticipated, in any financial, administrative, or programmatic area of the organization.
- Develop a risk management approach that is appropriate for the organization's scale, mission, and exposures that enables effective oversight by the Board of Directors.

- Assist in the ongoing development and implementation of needs assessments and program and administrative quality assessment tools to identify continuous improvement opportunities for the organization.
- Lead impact measurement activities to track and assess NWNNEPA's effectiveness against stated goals.
- Ensure standards and systems are in place that track the organization's effectiveness and impact, including robust measurement and rigor around programmatic innovation and outcomes.

Undertake such other tasks and responsibilities that are consistent with the position of CSCO, as assigned by the President & CEO.

CANDIDATE PROFILE

NWNNEPA seeks an individual with 5+ years senior-level leadership experience who will bring critical organizational development skills alongside visionary ideas — co-creating the next phase of the organization. Experience that directly demonstrates success managing risks and ensuring compliance with laws and regulations preferred. With a focus on impact and accountability, the CSCO will be able to appreciate where the organization is now while helping design and implement the next phase of strategy and operations. This person will bring a deep understanding of and passion for the values and vision of NWNNEPA as an organization.

The ideal candidate will bring their experience working in the housing and community development industry sector to the role, as well as their knowledge of — or a willingness to learn — the political, nonprofit, and community development landscape. In addition, the CSCO will possess the following competencies:

- A thought partner possessing deep relational and emotional intelligence, the CSCO will be a thought and action partner with excellent communication and active listening skills.
- They will be an effective and trusted collaborator with the CEO and staff. The CSCO will bring experience in organizational strategic planning, program strategy, and leveraging data to inform decision making.
- This leader will bring knowledge of organizational development and management practices with the commitment to investing in the ongoing development of Race, Equity, Diversity, and Inclusion at the organization.
- This leader will collaborate with the CEO, leadership, and staff, nurturing creative ideas and practices to strengthen and diversify programs.
- The CSCO will think and act strategically, helping to facilitate and implement strategic planning at an organizational and programmatic level, with transparency and communication skills.
- This individual will have proven and successful experience in program leadership, staff management, operations, non-profit finance, seeding and launching new projects, scaling operations, and building accountability tools.

WORK ENVIRONMENT AND BENEFITS

This is an outstanding opportunity for a highly motivated professional to assume a pivotal role in the evolution of a growing and highly respected organization. Compensation will include a base salary of \$75,000 - \$90,000 for this non-remote, full-time position, depending on qualifications and experience. NWNPEA operates a team-oriented, flexible work environment. Benefits also include: a health plan; paid time off; employer-sponsored and matched 401(k) plan; professional training/development program; employer-sponsored life insurance and short-term disability plans.

RACE, EQUITY, DIVERSITY, AND INCLUSION STATEMENT

Building on our foundation and history of service, NWNPEA seeks to create an inclusive environment empowering our team members, partners, and constituents. We commit to using our talents, resources, and time to create a collaborative, family-oriented and diverse work environment. We seek to advance our goals and represent our community through our team members, volunteers, and board of directors. Finally, NWNPEA believes in the importance of Brave Spaces.

In this space:

We seek to turn down the volume of the outside world.

We amplify voices that fight to be heard elsewhere.

We call each other to more truth and love.

We have the right to start somewhere and continue to grow.

We have the responsibility to examine what we think we know.

We will not be perfect.

This space will not be perfect.

It will not always be what we wish it to be.

But, it will be our brave space together,
and we will work on it side by side.

NWNPEA is an equal opportunity employer and considers all employees and job applicants without regard to race, religion, color, gender, sex, age, national origin, disability, veteran status, sexual orientation, gender identity, marital status, or any other statute protected by laws of the United States of America and/or the Commonwealth of Pennsylvania. NWNPEA strives to reflect the diverse constituencies that the organization serves.

Interested candidates can send a cover letter and resume via email to:

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