



Community Home Repair Projects of Arizona POSITION ANNOUNCEMENT

CO-EXECUTIVE DIRECTOR OF ADMINISTRATION

Community Home Repair Projects of Arizona (CHRPA) is a non-profit organization providing emergency home repairs for low-income homeowners in Tucson and Pima County for over 40 years. These services are grant-funded and provided free of charge to clients. <http://www.chrpaz.org/index.html>. Please visit the [CHRPA Facebook Page](#) or Instagram: @communityhomerepairaz for more information.

CHRPA's mission is to create safer places to live by addressing health and safety concerns with efficient home repairs and adaptations to support long-term housing solutions for homeowners and their families. Staff and volunteers serve one person at a time—safeguarding diverse, multi-generational communities household by household.

CHRPA's work, both internally and externally, is guided by core values of communication, resourcefulness, dignity, service, compassion, empowerment, creativity, equity, sustainability, accessibility, respect, collaboration, and community. At CHRPA, people are at the center of why we do the work we do.

The diversity of CHRPA's staff helps to strengthen the Tucson community by expanding the expectation of who can be successful in trades and service work. CHRPA has made measurable strides in shifting a formerly male-dominated organization in a male-dominated industry into a more inclusive and gender diverse workplace. We continue to strive for equitable representation in gender, age, race and ethnicity. The diversity of CHRPA's staff strives to be appropriately reflective of the communities we serve. With the retirement of our long-time executive director, the Board of Directors took the opportunity to look at other models of leadership. With staff and other stakeholder support, we adopted a co-executive director model to align with the collaborative culture of CHRPA.

The CHRPA Board is seeking a Co-Executive Director of Administration who will work in equal partnership with the Co-Executive Director of Operations to cultivate and maintain organizational culture, priorities, and public presence, aligned with CHRPA's core values. The Board will rely on the Co-Executive Directors to have a mindful and positive approach to business communication and interpersonal relationships. The CHRPA staff and Board are committed to providing support for this collaborative leadership role and are looking for prospective candidates committed to this joint learning experience.

To guide and determine CHRPA's long-term success, this role takes primary responsibility for community representation, fund development, fiscal management, and vision and strategic direction. Other responsibilities will be shared between the Co-Executive Directors.

Lead Responsibilities

Community Representation

- Build and maintain partnerships and collaborations in the community
- Retain existing and secure new partnerships, fostering a robust referral network
- Represent CHRPA at community events

Fiscal Management/Fund Development

- Manage organizational finances, including analysis and reporting to the Board of Directors
- Ensure monthly financial reports are available for Board review
- Provide oversight and supervision to the bookkeeper
- Contract, schedule, and facilitate audits and/or financial reviews
- Ensure that CHRPA is following legal and ethical best practices
- Maintain and expand diverse funding sources and oversee revenue development
- Create annual development plan that corresponds to income budget estimates

Vision and Strategic Direction

- Lead the organizational strategic planning process
- Engage with CHRPA staff, Board, and community to ensure that CHRPA's direction, strategy, and platform are aligned with the organizational mission statement

Shared Responsibilities

In coordination with Co-Executive Director of Operations, include activities related to communication and events, program management and evaluation, grant writing and management, staff recruitment and evaluation, budgeting, and board recruitment and support.

Preferred Skills & Qualifications

- Bachelor's Degree or equivalent work experience
- 5 years' experience working in a non-profit organization
- Managing, leading, and evaluating a team
- Working with a nonprofit board of directors
- Financial management and budget oversight
- Fund development and grants management
- Partnerships and community building
- Experience working with diverse populations
- Strong written and verbal communication skills
- High level organizational skills
- Commitment to working in a shared model of leadership
- Experience with data-driven decision making
- Conversational/Proficient in Spanish

Compensation

Salary is \$75,000-\$85,000 -DOQ (Full time, exempt position)

Generous medical, dental, and retirement benefits are available

Community Home Repair Projects of Arizona, Inc. (CHRPA) is an Equal Opportunity Employer to ensure that each employee, applicant, and volunteer, regardless of race, color, ethnicity, disability, national origin, political beliefs, veteran status, gender, gender identity, sexual orientation, religion, economic circumstances, familial status, marital status, citizenship, ancestry, or age is accorded equal treatment.

To Apply

No one applicant will have all the preferred qualifications. Please submit a resume and cover letter stating why your skills, experience, and interests would make you a good fit for this co-directorship. Applications will be accepted through Indeed or at rossetticonsultinggroup@gmail.com

All applications will be acknowledged. Position open until filled. Questions may be directed via email or to 520.241.3485.

