



Position Description

Chief Executive Officer

Fordham Bedford Housing Corporation

Bronx, NY



The Corporation

During the summer of 1978, the nation had given up on its cities and their old neighborhoods. Buildings were abandoned and fires were rampant. As a group of tenants and community leaders began to meet about the future of the Fordham Bedford community, its future looked very bleak. But they wanted to offer hope to their neighbors and help residents take control of the community's destiny.

In 1980, a group of Northwest Bronx community members created a new organization that would fight to save their homes. These efforts eventually launched Fordham Bedford Housing Corporation (FBHC), a nonprofit organization. In the early days, volunteers managed several buildings and addressed emergency situations, with enlisted support of tenants.

FBHC was one of many community-led efforts that pioneered bringing government and private investment into formerly neglected housing in the Bronx. Using these early investments, and the momentum from its successes, the company took on more buildings. It first gained expertise in management, then in renovating occupied apartments, and later it began building new apartment buildings in the neighborhood.

Today, FBHC owns 112 buildings, encompassing 3,284 units, and 3 playgrounds in the Northwest Bronx. FBHC manages 85 of the buildings it owns, with 2,558 units, and provides third-party property management for 23 buildings with 1,214 units. Two other management companies oversee the operations of 27 other properties. Additionally, FBHC advises and serves on the Board of Directors of two other properties and holds approximately thirty-three commercial leases for various community facilities including daycare facilities, art studios, and private commercial businesses.

FBHC has a robust pipeline of new projects comprising of seven buildings with 189 units under renovation and three buildings with fire damaged apartments that are under repair. Earlier stage projects include three buildings with 172 units in the acquisition stage. Additionally, FBHC is in the early stages of development on several other projects and is always looking for new local opportunities for acquisition and development.

Affiliate Organizations

In 1991 FBHC founded Concourse House (CH). FBHC saw the need to provide safe, stable transitional housing to Women and Their Young Children. Today, CH also provides support services, case management, and childcare to families in their Northwest Bronx community, helping them to thrive. CH's shelter is home to 44 women and 60-65 children at any given time. Additionally, its social work field staff support 120 households with case management, and its two daycare programs have a combined 190 children enrolled.



FBHC founded Fordham Bedford Community Services (FBCS) in 1995, based on the belief that supportive social services preserve families and strengthen the social fabric of its community. Initially, FBSC was named Fordham Bedford Children's Services. However a few years ago, it was renamed to reflect its greater involvement and commitment to community essential services.

In partnership with the community, FBSC seeks creative ways to strengthen Northwest Bronx families by providing a variety of programs and services. These include a college readiness program that has helped 250 students prepare to enroll in college, after-school tutoring and recreation for 20 students during the school year, and summer programs that reach 500 youth annually. For adults, FBSC offers English as a second language classes and access to the Heiskell Technology Center. FBSC's immigration services have helped reunite over 300 families and helped more than 1,300 people become citizens since 1996. It currently has 75 seniors in active case management and is beginning to perform case management with 15 additional formerly homeless households in the Bronxview. FBSC's largest program is the Family Childcare Network which supports 83 homecare providers that care for an average of 652 children daily. Recently, FBSC has coordinated vaccine clinics where more than 480 adults and children have been vaccinated, and it has distributed over 10,000 pieces of PPE and 2,000 boxed meals in response to COVID.

There are a total of seven corporations with staff: FBHC employs 41 full-time and 8 part-time management staff, Fordham Bedford Renewal employs 53 full-time and 33 part-time superintendents and porters, and West Farms Square Payroll Corporation employs 13 full-time superintendents, porters, and a handyman. Uptown Bronx and United Neighbors also have superintendents and porters on staff, but their staff is managed by Dougert. Concourse House has a full-time staff of 40 and 1 part-time staff member, and Fordham Bedford Community Services has a full-time staff of 21 and a part-time staff of 8.

For more information, please visit: fordham-bedford.org

The Position

John Reilly, Executive Director of Fordham Bedford Housing Corporation (FBHC) since 1980, has announced his retirement in mid-2022. FBHC seeks a Chief Executive Officer (CEO) to oversee and manage FBHC and its affiliates. This CEO will be responsible for the overall strategic leadership and management of FBHC, working together with Fordham Bedford Community Services (FBSC) and Concourse House (CH) executive leadership, each reporting to the Board of Directors.

The CEO reports to the FBHC Board of Directors, assists the Chairman of the Board with reporting and governance, and facilitates the interaction between the organization's management and the Board. The CEO provides leadership in formulating and implementing FBHC's philosophy, mission, strategies, and goals. Additionally, the CEO works collaboratively with FBHC's affiliate Board of Directors.



The key staff reporting to the CEO includes the Deputy Executive Director (who functions as Chief Operating Officer), Director of Development, Director of Financial Services, Director of Construction Services, Director of Property Services, and Director of Leasing and Certification. A new Director of Human Resources is required, and staffing of this very important senior position is in progress.

Responsibilities

Strategic Leadership

- Direct the vision and strategic planning process in collaboration with the Board of Directors and the management team to drive growth, innovation, long-term sustainability, and community impact.
- Work with the Board of Directors and staff to both drive the principles of the organization's mission forward as well as create a new strategic plan that will provide options for stability, efficient use of resources, improved operations, financials, and growth of the organization.
- Deliver "integrated leadership" in which the CEO is outwardly facing with potential partners and industry leaders and is also connected internally with the staff and its work. The CEO will be engaged in and often actively lead public policy initiatives that impact FBHC's business and constituents.
- Provide direction on business-related decisions, including potential joint ventures, acquisitions, and development opportunities.
- Demonstrate FBHC's commitment to diversity, equity, inclusion, and belonging, both internally and in the implementation of its mission and work.
- Develop change management strategies, including the creation of an organizational plan that addresses the transition.

Management and Operations

- Motivate and inspire FBHC's high-performing team, providing leadership, training, and mentoring to the staff. Attract, retain, and reward best-in-class talent to continue to strengthen FBHC's growth.
- Create a transparent environment that allows team involvement, open communication, and creative thinking.
- Oversee strict adherence to the "Code-of-Conduct" provided in the FBHC Employee Handbook to assure honesty, transparency, collaboration, and open communication among and between all staff and our customers (both internal and external).
- Encourage and foster collaboration across divisions, departments, affiliates, and partners that result in improved individual and organizational performance.
- Provide oversight of all the financial affairs of FBHC and affiliates, including the annual operating budget, annual financial audit, asset management, and overall financial strength.



- Facilitate the investment in and use of technologies to advance resident outcomes and job satisfaction of the staff.
- Oversee the annual certified audits of FBHC and its affiliates.
- Commit to the administration of best industry practices to create the highest level of efficiency possible within the FBHC.
- Dedicated management of the overall resources and operations of FBHC, making major corporate decisions and being the main point of contact between the Board of Directors, employees, and the public.

Community Advocacy and Industry Leadership

- Continue to develop and sustain a substantive and visible presence in the affordable housing and real estate industries at the local, state, and national levels to bring credibility, contacts, and business opportunities to FBHC.
- Understand the community the agency serves, the history, demographics, and the complex social needs of the area and its residents.
- Develop relationships with local, state, and federal government leaders, and elected officials to influence and stay ahead of policy changes that impact the affordable housing industry and the residents it serves, forging strategic pathways for FBHC to continue strong development and acquisition activity within the context of significant paradigm and industry shifts.
- In partnership with the Board of Directors and internal team members, continue to build an expanded network of financial supporters and partners from the public and private sectors. The goal of FBHC's continuous fundraising is focused on enhancing and expanding investment in resident programs and other community facilities.
- Firm commitment in the approach to influence outcomes, driving change on behalf of the community, representing the community's rights and needs.

Candidate Qualifications and Experience

Experience: Minimum of 15 years of progressive management and leadership experience, five years of which should include leadership experience with affordable housing organizations with functions that may include development, ownership, asset management, resident services, and finance.

Education: An undergraduate degree is required. An MBA or other advanced degree in business, public administration, finance, urban planning, or related to real estate is desirable, but not a prerequisite.



Professional Experience

While candidates must not have worked exclusively in organizations that are focused on affordable housing, real estate, or finance, some level of experience in any of these is necessary. A combination of the following experience and characteristics is sought for this position.

- Solid strategic thinker who will focus on the big picture and engage with staff on proper ethical behavior and practices, operational, and technical matters.
- Demonstrated leadership of an organization through a participatory style of decision-making to determine, prioritize, and manage the tactics required to achieve the organization's strategic initiatives.
- Management expertise and fiduciary perspective to manage and lead the overall business enterprise with a long-term perspective on the business.
- Demonstrated experience with creating pathways for education around and embracing diversity, equity, inclusion, and belonging opportunities and challenges across an organization.
- Demonstrated leadership around policy issues that impact the affordable housing, supportive housing, and community development space.
- Demonstrated experience with mission-driven organizations or nonprofits (either in a professional role or in a volunteer Board capacity), with an emphasis on organizations that benefit low-income populations and may be complex or multi-layered.
- Broad knowledge of affordable housing development, operations, finance, real estate, and capital formation. Experience or an understanding of structured transactions utilizing various capital sources and relationships for affordable housing or low-income communities is a plus.
- Experience with local, state, and federal affordable housing programs, including those with Department of Housing and Urban Development (HUD), the New York City Department of Housing Preservation and Development (HPD), and other similar entities.
- An understanding of the urban landscape and community dynamics of the Bronx, particularly in the Northwest Bronx where FBHC provides the majority of its services (Bronx Community Boards 5, 6, and 7).

Personal Attributes

- Deep embrace and support of FBHC's mission, culture, and values such as curiosity, respect, resourcefulness, honesty, empathy, and integrity. Commitment to best-in-class approaches and identification with the social mission and the outcomes FBHC's work promotes.
- A community-oriented philosophy and business acumen, understanding the connection between residents and community members and the resources available from FBHC and partners.



- Exceptional interpersonal skills that foster effective working relationships with a diverse group of individuals, racial and gender diversity, as well as underserved populations, recent immigrants, seniors, and LGBTQ+. Is as comfortable in the board room, with the press, and at the city-level as well in the community and with residents FBHC serves.
- Creative thinker who is not afraid to present new ideas around programming, fundraising, and leadership.
- Highly developed listening, written, and oral communication skills with an ability to articulate a clear and compelling vision and make effective presentations on complex topics.
- An empathetic and accessible leader who understands the role complexities of a large organization with staff responsibilities ranging in property operations, maintenance, resident services, homeownership, assisted living, development, and finance.
- Ability to bring a business rigor and sense of urgency and willingness to advance new ideas that will “push” the organization forward in expanding and advancing its mission, while maintaining a strong financial position.

Candidates of diverse background and with diverse experience are strongly encouraged to apply for this position.

For more information on this opportunity, please contact Terra Search Partners:

Greg Melanson, Partner, 202.843.9129 or greg@terrasearchpartners.com

About Terra Search Partners

Founded in 2006, Terra Search Partners is a national executive recruitment firm, dedicated to aligning outstanding professionals with the world’s finest companies in the real estate industry. With team members in San Francisco, Washington, D.C., and Boston, Terra works nationally and is committed to deeply connected client relationships that match candidates with a company’s core culture, while supporting each client as a strategic partner and advisor. This commitment extends to Terra’s focus on using the process of search and human capital to leverage real estate’s innate ability to positively impact communities. Terra also explores these impacts in the podcast series “Leading Voices in Real Estate” hosted by founder Matt Slepín. Learn more at terrasearchpartners.com.