



Nonprofit Consultants

EXECUTIVE SEARCH CONSULTANTS

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**PRESIDENT & CHIEF EXECUTIVE OFFICER  
HILL HOUSE ASSOCIATION, PITTSBURGH, PA**



## PERFORMANCE PROFILE

*Few independent nonprofit organizations have the history, track record and impact that the Hill House Association has had of improving lives and impacting futures of the Hill District's residents. A long history and tradition of servant leadership, trust in the community, accountability and integrity characterize the few individuals who have led the agency in the past. We're seeking a principled individual who possesses unquestioned character, leadership and management acumen, and interpersonal savvy to serve as the President & CEO of this organization. Nearing the completion of a successful capital and endowment campaign, the President & CEO will have an opportunity to lead through many issues of community and historic significance that will have a long lasting impact on the Hill District neighborhood, and beyond.*

## BACKGROUND

The Hill House Association (Hill House) was founded more than four decades ago as *a comprehensive community service provider and facilitator that meets the needs of Hill District residents and diverse constituents in the Greater Pittsburgh region.* It was the first agency in one of the City's African-American communities to co-locate health, welfare, recreation, and community programs. Its multi-service model remains unique to this day, providing services to community residents from six weeks old to those in their hundreds. Since the founding of the organization it has grown its size, complexity, impact and community leadership role. Today the organization is in the final stages of a \$12.5M Generations Ahead Capital Campaign designed to bolster the facilities in which its programs are delivered, as well as stabilize the organization's future with endowed funds.

Looking ahead, Hill House's vision is to *offer high-quality programs and services for our clients, making Hill House Association a model agency that inspires and informs other community-based organizations throughout the nation. With diversified funding and a solid financial base, we foster innovative thinking in response to unmet community needs while maintaining safe, accessible, and inviting facilities.* This vision is carried out through the following vital programs:

- Early learning and child development
- Youth services
- Family and workforce development
- Senior services and neighborhood services
- Complementary health and human services to its clients through 10 tenant agencies that reside on the Hill House campus

Hill House and its employees represent a values-driven organization. The values that guide their work are Integrity, Innovation, Openness, Accountability, Fiscal Responsibility, a Focus on African Americans, and Collaboration.

Hill House has a \$6.7M annual operating budget, a strong four person senior leadership team, and engaged Board of Directors, and a staff of more than 100 full time employees. Currently the organization is being led by an Interim President & CEO, while the search is undertaken by the Board of Directors.

Additional information on Hill House can be found by visiting <http://www.hillhouse.org/>

## POSITION OVERVIEW

The President and CEO is responsible for directly or indirectly managing the vision and daily operations of the Hill House Association as well as acting as the President & CEO of the Hill House Economic Development Corporation. This is performed with the assistance of a senior management team that oversees operations, programs, finances and neighborhood development. This position reports to the Board of Directors through the Chairman of the Board, and works closely with an active Board Executive Committee. The President & CEO is specifically or indirectly responsible for the following:

- **Administration.** Responsible for overall administration and quality of the agency - its programs, projects, human resources, policies and procedures, finances, and facilities.
- **Planning.** Monitor the developments in the community that may affect the Hill District residents and the agency. Lead the development, recommendation and implementation of plans, policies and strategies that further the mission. Ensure that the Hill House has the resources necessary to meet the needs of the community.
- **Community Relations.** Serve as the chief liaison with the community, other organizations, private and public funders, and other constituents. Interpret and represent the agency in the community. Identify opportunities for the Hill House to expand its reach and work on behalf of the community.
- **Fundraising.** Increase broad based private support to allow the organization to become more self-sufficient. Work with the Board and Fundraising Committee to continually build and strengthen the financial wherewithal of the organization.
- **Board and External Relations.** Support the work of the Board of Directors and all relevant committees. Serve as the intermediary between board and staff. Identify, recruit and maximize the contributions of new and existing board members. Direct the continued education and organizational development of the Board of Directors.

## PERFORMANCE OBJECTIVES

After 12 months in the role, the successful candidate will have accomplished the following:

1. **Capital Campaign.** Work with the Interim President, Board, Capital Campaign Committee and others to successfully complete the campaign.
2. **Facilities.** Provide oversight for the successful, timely and on-budget completion of the Kaufmann Center Renovation. Lead any additional requests for funding to support programming for the facility. Ensure that all facilities have maintenance and facilities plans in place.
3. **Community Initiatives.** Continue to take a leadership role in the development of a grocery store in the Hill District. Represent the Hill House in conversations and negotiations with the URA, potential operators, real estate representatives and other community leaders. Ensure the financial viability of any plans. Negotiate the lease agreement with the operator of the facility. Oversee construction of the grocery store.
4. **Development.** Assess the current and future development plans for the organization. Assess future staffing needs around the development function, and propose strategy/plan to the Board of Directors. Complete the Capital Campaign and other ongoing initiatives.

## KNOWLEDGE, SKILLS AND ABILITIES

The ideal candidate has a blend of the following:

- Bachelor's degree required, advanced degree preferred
- Substantial prior successful experience operating an organization similar in size, scope and scale of impact
- Prior demonstrated successful experience with sales growth and business development, or identifying and securing private and public funding through fundraising and government/community relations
- A visionary who doesn't lose sight of daily operations
- A demonstrated passion for the region, and for providing quality services to the African American community

- A competent and natural external leader who can convey confidence, build relationships and represent the Hill House in the community
- Personal values that are consistent with Hill House's values
- Coalition building skills, including the ability to motivate, negotiate, and persuade stakeholders into a course of action in a community context
- A motivator and leader who does not shy away from conflict
- Strong financial acumen, management ability and an ethical servant leader approach to your work
- A natural collaborative style that invites participation and collegiality
- Integrity beyond reproach, with follow through on your commitments
- Strong interpersonal skills, including the ability to build relationship with diverse populations
- Excellent communication skills, including verbal, written and public speaking
- Creative, compassionate, entrepreneurial, and savvy

### **COMPENSATION**

This position offers an attractive compensation and benefits package, consistent with that of agencies similar in size, scope, scale and geographic location.

### **TO APPLY**

Individuals wishing to discretely discuss this role may contact Todd Owens, Principal, Dewey & Kaye, 412.434.1335 or [towens@deweykaye.com](mailto:towens@deweykaye.com). Qualified individuals may apply confidentially by submitting resume, cover letter and compensation requirements as MS Word attachments to: [resumes@deweykaye.com](mailto:resumes@deweykaye.com). Please reference the following in the subject line of your email: **President & CEO, Hill House Association (#158-MH687)**.

**Candidates must submit materials no later than Friday, March 12, 2010. If you do not receive an email confirmation of your submission within 3 business days, please call Dawn Kopp at 412-434-1335. Please direct all inquiries related to this position to Dewey & Kaye.**

*Hill House Association is an Equal Opportunity Employer.*