

Position Description
Neighborhood Housing Services of Chicago, Inc.
Deputy Director of Finance and Administration

Neighborhood Housing Services of Chicago, Inc. (NHS), a Community Development Financial Institution (CDFI) and nationally-recognized nonprofit leader in housing, lending and development is seeking a Deputy Director of Finance and Administration as a core member of its senior leadership team. This leader will be NHS's chief strategist on the critical financial aspects of the organization as well as manage our primary administrative functions.

In partnership with community residents, financial institutions, government, insurance companies and businesses, NHS has been highly effective in strengthening low- and moderate-income neighborhoods through lending, redevelopment, counseling and education. As a result, we deliver integrated product solutions geared toward the revitalization of Chicago's neighborhoods. We accomplish this in conjunction with two affiliated nonprofit organizations: Neighborhood Lending Services, Inc. (NLS), an Illinois Residential Mortgage Licensee since 1987, and NHS Redevelopment Corporations (NHSRC), a development corporation that operates, primarily, in NHS's neighborhoods.

NHS, founded in 1975, is a leading member of the National *NeighborWorks* Network out of approximately 220 members. As of its 2005 audit, NHS, NLS and NHSRC held total assets of \$41 million, earned income of \$13 million, net assets of \$11 million, and support revenue of \$6 million. Since its inception NHS has loaned over \$334 million and leveraged investment of more than \$1 billion while serving over 152,000 clients. See further information at www.nhschicago.org.

The Deputy Director of Finance and Administration (DDFA) will have responsibility for leading and overseeing the financial, accounting, administrative, human resources, and technology functions of NHS. In that capacity the DDFA is accountable for the fiscal and planning aspects associated with lending and real estate transactions as well as providing counsel related to investments, capital development and asset management. The DDFA must be able to analyze current operational and financial structures and practices, enhance them, and seek improvement, opportunity and leverage. He/She will also continually assess reporting systems, and develop value-added solutions and strategies. The ideal candidate will be a creative leader who has managed effectively within a complex organization and has strong strategic, analytical and financial skills.

The selected candidate will demonstrate a progressive track record of creative leadership, financial acumen and strategic vision. The position requires 7-10 years experience in related areas with commensurate educational background. Interested candidates should send a resume, cover letter (that includes why they are interested and how they are qualified), salary history and salary requirements to nhsfa@transitionguides.com or TransitionGuides c/o Cheers & Associates, Inc., 542 South Dearborn Street, Suite 660, Chicago, IL 60605. **Email applications are preferred, no phone calls to NHS or TransitionGuides, please.**