



JOB DESCRIPTION

POSITION: Chief Administrative Officer
DATE: 5/23

FLSA: Exempt

REPORTS TO: Executive Director

DEPT/DIV: Executive

Grade: 25

RIHousing is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

RIHousing strives to ensure that all people who live or work in Rhode Island can afford a healthy, attractive home that meets their needs. A good home provides the foundation upon which individuals and families thrive, children learn and grow, and communities prosper.

To achieve our mission, we:

- Offer competitive and innovative single family and multifamily lending programs.
- Provide housing related education to consumers and others.
- Finance development that builds healthy, vibrant communities.
- Invest housing grants and subsidies to Rhode Islanders with the greatest need.

RIHousing uses its resources to provide low-interest loans and grants to help Rhode Islanders find, rent, buy, build, and keep a good home. Created by the General Assembly in 1973, RIHousing is a privately funded public purpose corporation.

RIHousing requires its employees to be highly motivated and knowledgeable, have a sound understanding of the changing needs of Rhode Island's housing market, be willing to work within and toward a smoothly integrated operation, demonstrate a commitment to serve the people of Rhode Island, especially those with low and moderate incomes in need of safe and affordable homes, and possess a high level of integrity and a deep respect for all Rhode Islanders, including customers, partners and fellow employees.

JOB SUMMARY

The Chief Administrative Officer (“CAO”) is an executive level position at RIHousing. This position is responsible for oversight of the physical plant and support functions of the agency and ensuring that the overall mission of RIHousing is fulfilled. Reporting to the Executive Director, the CAO will have both internal and external responsibilities, ranging from interfacing with external vendors, partners and state agencies, project management within the organization. The CAO provides administration and oversight of the Information Technology, Facilities and Quality Control Departments. This individual will oversee and monitor internal operations, including assisting the Executive Director, Chief Financial Officer, and Director of Accounting in the successful execution of a \$30 million operating budget, and identify the most efficient methods to ensure the success of the corporation. As CAO, the incumbent will work closely with the Executive Director, the Chief Financial Officer, and the Deputy Executive Director on financial and business planning for the Agency. The COA will also work closely with the executive team to advance corporate efforts in diversity, equity, inclusion and belonging.

JOB FUNCTIONS

The CAO oversees the Information Technology, Facilities and Quality Control Departments. He or she will provide guidance and direction to the Directors of these departments, support their work, and ensure coordination with other divisions to support the overall strategic plan for the Agency.

The CAO will have bottom line responsibility for leading and managing all administrative aspects of the Agency. The CAO

will collaborate with the senior management team. He/she will maintain continuous lines of communication, keeping the Executive Director and Deputy Executive Director informed of all critical issues. Incumbent must demonstrate a track record of high performance, as well as strong management and leadership skills. He/she will provide organizational administration of staff and company systems to enable the Executive Director and the senior management team to manage their divisions effectively and efficiently. This role coordinates all administrative functions and works with the department managers to develop and implement policies and procedures regarding operational processes, efficiency, and process improvement.

In collaboration with the Executive Director, Deputy Executive Director, and Chief Financial Officer the CAO will coordinate business planning and execute the annual budget process as relevant to all operational and administrative aspects of the organization. Incumbent will work to continuously improve the efficiency of the internal operations of RIHousing.

He or she will explore initiatives and best practices from other states and agencies as well as the private sector and consider the feasibility of implementing them at RIHousing. The position will assure that the organization has useful management information systems with data that allows management and staff to make more informed decisions about programs and strategies.

COMPLEXITY/IMPACT:

Complex function with significant number of interrelated professional disciplines which must be coordinated. Considerable discretion and latitude to direct and control affairs of the organization. Requires the exercise of ingenuity, creativity, judgment, and problem-solving skills. RIHousing is substantially committed to decisions and recommendations made under RIHousing authorization limits.

Responsible for financial decisions that have a significant impact on RIHousing. Interacts with diverse populations and promotes policies which affect thousands of people.

PRINCIPAL ACCOUNTABILITIES

- Oversee the Information Technology, Facilities and Quality Control Departments and provide guidance and direction to the Director of Information Technology, Facilities Manager, Senior Manager of Quality Control and outside vendors and consultants.
- In collaboration with the Chief Financial Officer and Director of Accounting, prudently execute a \$30 million administrative budget.
- Promote analysis and review of internal operations, including but not limited to program monitoring and compliance; constantly seek to expand and improve the processes of the Information Services, Facilities and Quality Control Departments.
- Explore initiatives and best practices from other states and agencies as well as the private sector and consider the feasibility of implementing them at RIHousing. The position will assure that the organization has useful management information systems with data that allows management and staff to make more informed decisions about programs and strategies.
- Manage the records retention and document management functions of the Agency. This includes ensuring compliance with all applicable federal and state regulations surrounding public documents, disposal schedules, information security and storage, as well as working with the Legal team to develop policies and procedures to ensure confidentiality and secure management of personally identifiable information.

QUALIFICATIONS

- 15+ years of broad-based senior-level general management experience – directing and overseeing the administration of a service-driven organization of comparable complexity.
- He/she must have demonstrated achievement of high standards of organizational performance and productivity in the face of limited resources and persistent customer needs.
- Experience with the administration of a high-profile government or charitable organization; the experience and judgment to strategically identify and implement initiatives.
- Excellent verbal and written communications skills, as well as negotiation, problem-solving, outcome measurement and analysis skills.
- Knowledge and experience with housing, housing finance, housing development, community lending and community development will be considered a major asset.
- Must demonstrate very high levels of integrity, ethics, and respect for others.
- Use of personal vehicle, valid driver's license and proof of insurance is required.