

**Position Available**  
**Date Posted: May 8, 2026**  
**Closing Date: until filled**

**Community Housing Assistance Program Inc.**  
 An Equal Opportunity Employer

<b>Position Title:</b>	Chief Executive Officer (CEO)	<b>Reports To:</b>	CHAP Board
<b>Employment Status:</b>	Full Time	<b>FLSA Status:</b>	Exempt
<b>Salary:</b>	Salary Commensurate with Experience	<b>FLSA Status:</b>	Exempt

**POSITION SUMMARY:**

The Chief Executive Officer of Community Housing Assistance Program reports to the Board of Directors and is responsible for the organization's achievement of its mission and financial objectives. Develops and provides oversight on all aspects of operations of the organization.

**SCOPE:**

1. Has overall responsibility to ensure that programs of the organization are clearly stated and that program activities are focused on achievement of stated goals.
2. Reports to the Board of Directors and has primary responsibility for supervising Community Housing Assistance Program (CHAP) staff and contracted agencies in the implementation of its mission.
3. Has the day-to-day responsibility for managing the operations of the organization.
4. Implements the policy and strategy directives set by the Board of Directors and assumes the overall leadership role in guiding all administrative, fiscal, development, property management, marketing and resource development activities of the organization.
5. Works closely with Warren County Board of Developmental Disabilities Operations Director on Maintenance Plan for all CHAP homes. Collaborates with the Maintenance Director to oversee property management and development, construction, and renovation requests for effective cost proposals and deployment of resources.
6. Works with Warren County Board of Developmental Disabilities Service and Support Administration staff and Providers to oversee placement and control of housing vacancies.

**QUALIFICATIONS: An example of acceptable qualifications:**

Bachelor's degree in Public Administration, Business Administration or Management or a closely related field; five (5) years of leadership experience or an equivalent combination of education, training, and experience resulting in the ability to fulfill the essential job duties of the position; Prior non-profit leadership/management experience preferred; Experience in the development and/or management of housing for individuals with disabilities preferred; Previous experience with public and private sources of funding for Affordable Housing preferred

**JOB DESCRIPTION AND WORKER CHARACTERISTICS:**

**ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:**

1. The Chief Executive Officer (CEO) plans, develops, organizes, coordinates, delegates, supervises, and directs the implementation of the Community Housing Assistance Non-Profit Organization.
2. Oversees and provides for safekeeping of CHAP's buildings, grounds, equipment, supplies, monies, files, records, documents, and reporting.
3. Coordinates with Warren County Board of Developmental Disabilities Operations Director regarding property repairs, routine maintenance, snow removal and lawn care. Support maintenance staff and/or vendors, in establishing the scope of work through completion.
4. Maintains records for each property, to include, Replacement and Preventative Maintenance Schedules, semiannual housing inspections, vendors that have installed equipment, equipment purchased for maintenance and operation of CHAP and items that belong to each home.
5. Prepares annual budget, financial reports and audits, maintains investment programs, and seeks and tracks property tax exemptions; ensures that expenditures are within the budgeted amounts; and prepare budget revisions as needed through the year.
6. Supervises CHAP Staff, providing ongoing assistance to current staff to support a positive and productive working environment. Makes recommendations to the CHAP BOARD for schedule of salary ranges, employee benefits, and periodic revisions. Reviews periodic reports on the accomplishment of assigned goals and objectives. Ensures employees are evaluated at least annually.
7. Coordinates CHAP Board meetings and prepare CHAP Board packets and financial statements. Maintains Board meeting minutes and required records.
8. Serve as the primary approver of checks on behalf of the agency with dual approval as required by policy.

9. Works with CHAP Fiscal Agent to coordinate and participate in annual audit process.
10. Ensures insurance and legal protections are in place for all CHAP properties, Directors and Officers and general liability insurance.
11. Develops and proposes new policies or changes in existing policies; notifies the CHAP Board of changes or proposed changes in federal, state, or local legislation affecting CHAP. Monitors By Laws and makes recommendations to CHAP Board for revisions to By Laws.
12. Maintains and updates the Capital Housing Plan. Works with the Maintenance Director to identify schedule of priority maintenance, repair and rehabilitation projects. Maximizes access to Ohio Capital Funding and other alternative sources of revenue to support these projects, preserving local county funds to the full extent possible.
13. Supervises tenant landlord management services and completion of leases and any legal notices to be sent to tenants, lease non renewals and evictions if necessary. Communicates with tenants concerning requests, complaints and/or grievances.
14. Provides the CHAP Board with information on evaluations of efficiency and effectiveness of CHAP operations and provides recommendations for improvements.
15. Works with the CHAP Board to develop CHAP's strategic and operational plans. Effectively develops organizational structures and plans and implements internal policies, programs, goals, and priorities.
16. Participates in negotiating contracts with outside agencies and companies for major maintenance services and management services.
17. Discusses CHAP goals, priorities, problems, and concerns with officials, representatives, and members of the local government, news media, social and public service agencies, state government, and federal government.
18. Monitors, surveys, and inspects various aspects of CHAP's operations on a frequent and continuing basis, to obtain a general idea of conditions, appearance, problems, accomplishments, and results.
19. Monitors CHAP's compliance with federal, state, and local laws and regulations pertaining to CHAP. Prepares and submits reports and statistics required by such entities.
20. Successfully maintains positive CHAP image and working relationships with the community and local, state, and federal government officials.
21. Attends professional meetings, seminars, and conferences to keep abreast of new trends, activities, and concepts in Housing Programs. Supports, assists, and works with other agencies and affiliated organizations in joint efforts, which are mutually beneficial, by participating in community activities and functions relevant to CHAP objectives and by maintaining membership in appropriate community organizations. Represent Community Housing Assistance Program at regional and state-wide housing meetings
22. Receives and reviews bids and executes contracts.
23. Accountable for consistent adherence to strong CHAP standards regarding the ethical, responsible, and appropriate use, care, and safeguarding of CHAP materials, supplies, resources, and other assets.
24. Performs any other related duties as assigned.

#### GENERAL EXPECTATIONS:

- Promotes and implements the mandates of the CHAP in a professional, positive, and efficient manner.
- Focus on health and happiness of residences of CHAP.
- Maintaining confidentiality is required.
- Regular and predictable attendance is expected.
- Preserving a valid certification, licensure or registration is expected for those positions that require such in order to continue employment.
- It is essential for the employee to maintain all training and in-services required by the position.
- The CHAP promotes a non-hostile and non-discriminating work environment. Employees must adhere to respectful conduct and language at all times. CHAP expects all employees to follow policies/procedures of the department and CHAP rules and regulations.

#### KNOWLEDGE, SKILLS/ABILITIES:

Knowledge and skills/abilities listed below are the requirements needed to be proficient in the job.

- Proficiency with Microsoft Office Suite (esp. Excel and Work) and QuickBooks
- Ability to establish strategic direction, create business plans and provide operational oversight to ensure goals are achieved
- Talent development, coaching and mentoring skills for improved performance and career success
- Critical thinking skills and the ability to synthesize complex business/functional data and develop effective solutions
- Process management skills and the ability to organize people and activities, drive for results and identify synergies

- Excellent communication skills (written/verbal) with the ability to influence and persuade and deliver difficult messages
- Formal presentation skills and ability to use a variety of techniques to present information, including data and trends, to a variety of audiences, internal or external
- Financial management skills including budgeting, forecasting, strategic planning

**POSITIONS DIRECTLY SUPERVISED:**

All CHAP Staff

**Application Instructions:**

Please send a resume and salary requirements to:

Bill Caplinger  
William.Caplinger@warrencountydd.org

or by mail to:

410 S. East Street  
Lebanon, OH 45036