

Chief Administrative Officer

Arundel Community Development Services, Inc. (ACDS) is an established nonprofit organization created by Anne Arundel County to develop housing and community development opportunities for low-income households and underserved communities. Arundel Community Development Services, Inc. manages over \$25 million in federal, State, and local housing and community development funds. The organization works to make equitable and impactful investments on behalf of people and communities most in need. In addition to creating and preserving affordable housing and administering funds to nonprofit partners working in the community, ACDS directly implements several programs that serve limited income clients directly, including an award-winning Eviction Prevention Program, Property Rehabilitation Program and a suite of homeownership counseling services.

SUMMARY:

ACDS is a mission-oriented organization and is committed to performance, quality, and innovation. Our diverse team members are passionate about serving the community.

The Chief Administrative Officer (CAO) will oversee the finance department and other key internal administrative functions, including human resources and information systems. This position will play a pivotal role in the strategic leadership and overall management of ACDS, reporting directly to the CEO. The CAO will provide visionary leadership, operational excellence, and collaborative management to drive ACDS's growth, impact, and financial sustainability.

KEY RESPONSIBILITIES:

Financial Management:

- Manage and support the Director of Finance to develop and run the organization's accounting systems and budget, ensuring financial sustainability, responsible resource allocation, and federal and state compliance regulations
- Identify trends and support financial projection process and lead financial forecasting
- Monitor financial performance, identifying risks and opportunities to ensure long-term viability
- Monitor and improve financial controls as necessary
- Oversee audit processes

Operational Management:

- Ensure operational excellence by overseeing day-to-day operations of Human Resources, IT, and other internal functions to ensure efficient and effective delivery and resource allocation, including supervision of Operations Manager and Human Resources Manager
- Stay informed about industry trends, policies, and best practices to guide decision-making and implement best practices in Human Resources, IT, and Finance

- Spearhead initiatives for innovation (e.g., automation of key functions, remote work policy and diversity, equity, and inclusion practices)
- Work closely with leadership team/key managers on databases and systems needed to monitor budgetary and program outcomes and assess impact to make data-driven decisions
- Provide leadership, mentoring, and support to cross-functional teams
- Foster a culture of collaboration, innovation, and continuous improvement

Strategic Leadership:

- Collaborate with the CEO to set the organization's strategic direction, goals, and priorities
- Support the development and implementation of strategic plans to enhance organizational impact and sustainability
- Represent the CEO and organization when needed to external stakeholders, including government agencies, funders, community partners, and the media
- Collaborate with the CEO to engage the Board of Directors and support the Board in fulfilling its governance responsibilities

QUALIFICATIONS:

- 10+ distinguished years in a senior management position in a nonprofit organization, foundation, or government agency
- Highly intelligent, advanced/MBA degree from an accredited university
- Passionate about ACDS's mission and impact
- Track record of assuming leadership roles and delivering superior results
- Finance oversight experience including Federal and State grant management and other compliance related to Federal and State grants
- Experience overseeing all aspects of the budgeting process in a nonprofit organization, including preparation, maintenance, monitoring and reporting
- Success in roles requiring execution of multiple tasks while responding to multiple priorities
- Proven ability to work with efficiency, flexibility, and good humor
- Demonstrated ability to lead and manage diverse teams as well as build and maintain relationships with a wide array of stakeholders from for-profit, government, and nonprofit, and from diverse backgrounds
- Operates with excellence in mind in all matters, with the confidence to defend/debate ideas without ego interfering
- Outstanding communication and interpersonal skills are essential
- Ability to exercise tact and diplomacy in organizational settings
- Self-starter, self-disciplined
- Demonstrated commitment to social equity, inclusion, and diversity
- Remain focused in the face of pressure, delivers against timelines, not intimidated by tasks/time limitations

SALARY/BENEFITS:

Salary is commensurate with experience within the range of \$145,000 – 160,000 annually. ACDS offers an excellent benefits package including comprehensive health insurance, a 12% employer contribution to the employee's 403(b) Retirement Plan, and free parking.

LOCATION: Annapolis, Maryland. Relocation assistance is not available for this position.

SCHEDULE: Full-time 40 hours per week (salary exempt position). This position works in the office at least 4 days a week.

HOW TO APPLY:

Please email your cover letter and resume to Human Resources at ACDS.CAO@gmail.com. Resumes without cover letters will not be considered.

ACDS is an Equal Opportunity Employer