

# Chief Operating Officer (COO)

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## ORGANIZATIONAL BACKGROUND

National Housing Trust (NHT) has been dedicated to creating and preserving affordable housing for almost 40 years. We build, preserve, and finance affordable housing and use that expertise to inform and advance resident-focused solutions to strengthen the broader affordable housing industry.

NHT has a staff of 60+ across five program areas: Policy, Lending, Real Estate Development, Community Outreach and Impact, and Energy Solutions. Our hallmark is our cross-functional, integrated approach to innovating, demonstrating, and amplifying solutions to the affordable housing crisis in the U.S.

## POSITION

The Chief Operating Officer (COO) reports to and closely partners with the Chief Executive Officer (CEO) and will be a key member of the Senior Leadership Team. The COO has three direct reports: Managing Director of Lending and Innovation, Managing Director of Community Outreach and Impact, and Managing Director of Real Estate.

NHT has grown tremendously over the past several years and the landscape in which we work has evolved. Our Real Estate, Lending, Community Outreach and Impact, and Energy Solutions business lines would benefit from a senior executive to ensure infrastructure and systems are built and strengthened, assess and evaluate impact and performance, identify areas for continued improvement and innovation, anticipate and mitigate risks, plan for continued growth, and identify new business opportunities.

This newly created position is DC-based and requires a hybrid schedule consistent with organization mandate.

## RESPONSIBILITIES

### COLLABORATE WITH CEO ON LEADING THE ORGANIZATION

- Define and implement vision and strategic direction for the organization
- Develop and track progress to goals
- Partner with the CEO and Senior Management Team to define, refine, execute, and monitor NHT's strategic direction
- Champion a culture of innovation, efficiency, accountability, and adaptation
- Develop and maintain a strong relationship with boards of directors of NHT, NHT Communities, and NHT Community Development
- Exercise professional judgement in making decisions in the best interest of the organization
- Serve as the executive level authority for decisions and actions required pursuant to the Real Estate Investment Policy.
- Serve as an officer of NHT, NHT Communities, and NHT Community Development Fund.

### ADVANCE GROWTH AND IMPACT FOR THREE NHT BUSINESS LINES

- Lead, partner with, coach and inspire Managing Directors of Real Estate, Lending, Energy Solutions and COI to create and/or modify plans to advance strategic priorities and meet business-line goals
- Ensure operational efficiency and collaboration across business lines
- Hold leaders accountable to goals, including financial results

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- Help identify and cultivate new relationships, partnerships, and business opportunities
- Stay abreast of industry trends and help leaders anticipate and mitigate risks

## POSITION NHT FOR LONG TERM SUCCESS

- Anticipate and follow industry trends closely
- Help adapt NHT Real Estate, Lending, Energy Solutions and COI businesses for business environment of the future
- Working closely with business line leads, develop and implement strategies and routines for ongoing business development
- Identify, consider and implement new business partnerships for NHT businesses that will support greater impact and sustainability

## KNOWLEDGE, SKILLS AND ABILITIES

The ideal candidate will have a demonstrated and strong track record of experience in the following areas and possess the following qualities:

### KNOWLEDGE

- Advanced financial analysis and investment strategies for affordable housing, including comprehensive understanding of affordable housing financing sources such as LIHTC, bonds, MHP, AHP, CDBG, and HOME, and affordable housing processes and practices
- Lending practices related to affordable housing and familiarity with the role of Community Development Financial Institutions in advancing community development goals
- Financial proforma creation and analysis to evaluate business line performance, budget variances, and multi-year cash projections for the business lines
- Familiarity with the function of resident services and community engagement for the successful operation of affordable housing
- Leadership and influence strategies
- Effective presentation and communication for diverse audiences, including lenders, foundations, government officials, other nonprofit organizations, and community leaders
- Recruiting and retaining a diverse, professional team

### SKILLS

- Critical thinking, judgment, and decision-making
- Analytical and financial reporting skills
- Delegation and managerial abilities
- Coalition building with internal and external stakeholders
- Directing and coordinating team efforts
- Strong computer aptitude skills, including knowledge of Microsoft Office Suite Programs
- Excellent interpersonal and organizational communications skills, both verbal and written

### ABILITY TO

- Lead with clear communication, a spirit of partnership, and humility

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- Work as a team player and model strong teamwork and collaboration in a fast-paced multi-disciplinary environment
- Integrate thoroughness and attention to operational detail with a big picture, strategic vision
- Build and maintain a positive work environment aligned with organizational values
- Establish trust and confidence across various organizational levels
- Design and manage projects in line with organizational goals
- Analyze data and provide insightful financial recommendations
- Create and implement strategic and business plans
- Direct internal staff and coordinate with external vendors
- Manage sensitive information discreetly
- Deliver compelling oral presentations

## DOES THIS SOUND LIKE YOU?

This is an extraordinary opportunity for a committed leader with at least fifteen (15) years of progressive experience in executive leadership, with a focus in real estate development and/or community development lending and at least partially within non-profit organizations. Other qualifications include:

- Bachelor's degree in business, finance, or related field; advanced degree in nonprofit management, business administration, finance or a related field strongly preferred
- Demonstrated success partnering with program leaders to achieve programmatic strategy
- Demonstrated success in strategic planning, implementation, and problem solving
- Demonstrated success in budgeting, financial planning, forecasting, and analysis

## COMPENSATION

Salary and benefits are competitive and commensurate with experience. The salary range for this position is \$220,000 to \$270,000.

For further details on the benefits available, please refer to NHT's [Summary of Benefits for 2025](#).

## JOIN US

[Apply for This Job](#). No phone calls, please.