

Executive Director Position Description

The Sacramento Housing Alliance (SHA) seeks an effective and visionary Executive Director to lead the organization's advocacy and education efforts around affordable housing, homelessness, land use, transportation and equity. The Executive Director's primary duties include providing strategic direction and leadership, serving as the public face of the organization, financial oversight, staff supervision and board relations.

The Sacramento Housing Alliance is currently growing and expanding its services. SHA is seeking an Executive Director who can lead, manage and direct this growth to strengthen the organization and prepare the agency for a future that promises both challenges and opportunities.

Organizational Description

The mission of the Sacramento Housing Alliance is to work for safe, decent, accessible, affordable housing and healthy communities for homeless and low-income people through advocacy, education, leadership development and civic engagement. The Sacramento Housing Alliance was founded in 1989 and incorporated in 1991. SHA is an advocacy, coalition building and education organization focused on improving local and regional public policy for people at the lowest incomes.

SHA is a membership organization that includes affordable housing developers, homeless service agencies, transportation organizations, legal services, environmental, equity, civil rights advocates and others. The board consists of representatives of member organizations and at-large members. The SHA board includes many local, regional and state experts in affordable housing development, land use and transportation, homelessness, civil rights and other areas.

In 2007, SHA and several partner organizations created the Coalition on Regional Equity (CORE). CORE has three current advocacy focuses, transportation equity, regional sustainability planning, and food access. SHA has led all administrative aspects of CORE since its inception, but CORE's growth is currently being evaluated by the partners to determine if a more independent model would be more strategic. SHA also runs the Boards and Commissions Leadership Institute that works to increase the diversity of local governmental boards and commissions through training and placement.

Position Responsibilities

Role of the Executive Director

The Executive Director serves as Chief Executive Officer of the corporation and represents the organization in public settings. Under the supervision of the Board of Directors, the Executive Director is responsible for all aspects of operating the organization, for administering an annual operating budget of \$500,000, supervising staff, directing key programs, policy initiatives, and member services, as well as overseeing fund raising, marketing and communication functions. Listed below are some of the key activities of the Executive Director.

Advocacy and Policy Analysis

- Monitor local and regional policy related to housing, homelessness, the environment, equity, transportation and other land-use issues.
- Work with staff and board members to develop positions on local and regional policy and develop campaigns to oppose or support those policies.
- Develop long-term and proactive strategies to promote government action that further the organization's mission.
- Provide testimony at public hearings, at events and in other public settings.
- Lead and participate in community organizing and advocacy efforts to change policies to promote SHA's mission and values.
- Participate in statewide advocacy in partnership with statewide organizations.

Communication and Community Relations

- Conduct presentations to community groups and engage in other public relations and education activities.
- Serve as an articulate, visible and effective spokesperson for the organization including providing testimony in front of governmental bodies.
- Develop strong working relationships with public agencies, elected officials, government staff, and individual, organizations and businesses critical to the success of SHA.
- Continually analyze and communicate the need for affordable housing and inspire support for policies and priorities that serve poor people in the Sacramento Region.
- Develop an annual media and communications strategy to advance the organization's goals and strengthen our coalition.
- Maintain positive relations with, and be able to effectively communicate with advocates for affordable housing, homelessness, social justice and equity, sustainable land use and transportation, civil rights and other groups that may support our mission.
- Maintain and strengthen relationships with members and member organizations. Develop strategies to support and encourage member participation in SHA activities.

Financial Oversight and Fundraising

- Work with the Finance Committee and staff in preparing an annual budget. Ensure adequate oversight of revenue and expenses and operate the organization within budget guidelines.
- Meet monthly with the Finance Committee and review the on-going cash flow and financial health of the organization.
- Work with our CPA to complete an annual audit of the organization and ensure that proper tax forms are completed.
- Complete an annual Fundraising Plan laying out goals and strategies for maintaining and growing sources of revenue to include private foundation, corporate foundations, membership, individual giving and events. Actively solicit unrestricted gift solicitations with private and foundation donors to maintain and increase the current level of funding.
- Establish and maintain strong relationships with the organizational and individual donors that support the organization. Develop relationships with potential future donors.

Management and Supervision

- Ensure that SHA operations and programs are well-administered.
- Provide oversight and supervision of staff and program activities including advocacy, leadership, fundraising, finance and administration.
- Develop and maintain systems for effective information management including membership information, fundraising, policy and program decisions, and resources.
- Organize staff development and ensure that staff members are prepared and supported in handling the challenges of their positions. Develop an atmosphere of professional accountability.
- The Executive Director is responsible for the hiring, evaluation and termination of all other employees, volunteers and contractors of the organization.
- Ensure that the organization is in compliance with relevant employment, tax and other laws.
- Develop and maintain personnel policies in coordination with the board of directors.
- Other administrative tasks as needed.

Board Relations

- Serve as the primary contact person for the Board of Directors. Work with the Executive Committee of the board to set the board agenda, recruit and maintain board membership.
- Provide regular updates to the board about the activities of the organization. Ensure adequate staffing of all board committees and draw on the deep and diverse experience of board members to shape the positions and programs of SHA.
- Work with the board and staff to develop and update the strategic plan of the organization.
- Working with the Board Chair and Executive Committee, build the cohesion and collaboration of the Board. Encourage and support Board member involvement in SHA activities including fundraising.

Preferred Attributes

The Executive Director of the Sacramento Housing Alliance must be able to work with a wide range of people from elected officials to civil rights advocates; bankers to people that are homeless. The Executive Director must have the communication and interpersonal skills to manage relationships while also advocating. This includes maintaining strong relationships with government officials and be willing to hold them accountable for how their actions impact low income people. The work of the Housing Alliance is fast paced and requires someone who can adapt quickly and deal with constant change. The Executive Director should be an individual with the temperament to engage in work which at times may require long hours, intensity of effort and determined follow-up. The Executive Director needs the ability to diffuse situations with courage and clarity with people who often disagree with one another.

The ideal candidate should have experience leading a nonprofit organization and exceptional oral and written communication skills. The Housing Alliance frequently works in collaboration with other organizations. These relationships require clear communication and a commitment to the benefit of working collaboratively. The Executive Director must have a demonstrated ability to work effectively with and influence a broad range of people and organizations, including policy makers, the media, housing advocates, politicians, business leaders, service providers, and government representatives. The Executive Director should also have experience and credibility working with diverse communities and populations, and people who are homeless.

A great deal of the job involves legal and policy analysis. The Executive Director must have an ability to analyze policy and understand its implications. A background in community development, affordable housing, public policy or related area would be very helpful in the position. Strong writing skills are essential.

The Executive Director must provide a long range vision for the organization and encourage the development of the highly talented group of professionals on staff. To support this staff, the Executive Director also needs to devote a significant amount of time to finances of the organization. This includes budgeting, financial oversight and fundraising. Experience in fundraising is essential since the organization is highly reliant on foundations and the corporate giving through the Community Reinvestment Act.

SHA is one of the most dynamic and effective advocacy organizations in California. The Executive Director position provides an individual the opportunity to become a spokesperson for affordable housing, community development, sustainable land use and transportation and ending homelessness. Public speaking experience and the willingness to assume a public role in the community are essential.

Salary and Benefits: This is a full-time salaried position with medical and dental benefits and competitive vacation and sick leave. Salary is based on experience.

Posted: **October 23, 2013**

Accepting Applications: **Until Filled**

Please submit a resume, cover letter and salary requirement or range to hr@sachousingalliance.org

The Sacramento Housing Alliance is an equal opportunity employer.