



POSITION DESCRIPTION

The Executive Director is the chief executive, responsible for leading SHA, providing effective financial and organizational management, and serving as a visible and effective spokesperson for the organization.

PRIMARY RESPONSIBILITIES INCLUDE:

Fund Development

- Lead fundraising activities and support the work of SHA Board's Fund Development and Events Committee and work with the Committee to establish an annual fundraising plan.
- Grow SHA's membership base as a revenue source and expand sponsorship support of annual SHA Regional Affordable Housing Summit and Affordable Housing Bus Tours.
- Write grant proposals for programs approved by the Board of Directors.
- Establish and maintain strong relationships with organizational, corporate, foundation and individual donors, including sending out timely acknowledgements of financial and in-kind contributions.
- Ensure grant obligations are carried out in an effective manner and that reports to funders are timely and accurate.

Advocacy and Policy

The Executive Director will support the Board and appropriate committees to ensure that the organization is effectively carrying out its policy promotion and advocacy work. The ED will lead on specific issues when directed by the board of directors. SHA advocacy work includes:

- Developing and implementing strategies to promote government engagement and action.
- Developing housing policies and positions and educating SHA members, the public and local government on these positions.
- Monitoring local and state housing funding programs and leading efforts to increase funding for affordable housing development and preservation.
- Developing talking points on priority positions and engaging SHA board of directors and members in testifying at public hearings, events, and in other public meetings.
- Leading locally on statewide housing policy and advocacy initiatives.

- Growing SHA's capacity to develop affordable housing policies with a racial equity lens.

Communications and Community Relations

- Support the Summit Planning Committee in planning and overseeing SHA's annual Sacramento Regional Affordable Housing Summit.
- Support the Fund Development and Events Committee in coordinating and conducting Affordable Housing Bus Tours, including marketing the service for a fee to public agencies and other groups.
- Coordinate Board and volunteers in delivering presentations to community groups and make presentations as needed.
- Solicit and develop content to send to Communications staff/consultant and ensure that SHA produces a bi-weekly e-newsletter, periodic action alerts, and fresh social media postings.

Financial Oversight

- Support Finance Committee in the preparation of an annual budget.
- Provide oversight of revenue and expenses, ensure bills are paid on a timely basis and monitor the work of the contract accountant.
- Meet monthly with the Finance Committee to conduct financial review.
- Work with SHA's certified public accountant/auditor to complete annual audit and tax return preparation.

Management and Supervision

- Provide motivational staff management and professional development growth.
- Ensure SHA operates in an equitable manner and create an atmosphere of diversity, equity, and inclusion.
- Ensure that SHA operations and programs are well-administered.
- Provide oversight, evaluation and supervision of staff and programs.
- Ensure that the organization is in compliance with employment, tax, and other applicable laws.

Board Relations

- Serve as primary staff contact for the Board of Directors.
- Support the Board of Directors in recruiting and orienting new Board members and maintaining board membership.
- Report to the Board of Directors about the activities of the organization and ensure they have adequate information to make decisions.

Required Skills/Experience/Values

- An understanding of the need for and commitment to affordable housing.
- Experienced fundraiser, preferably both grant proposal writing and individual solicitation.
- Exceptional verbal and written communication skills.
- Ability to maintain strong relationships with government officials, while simultaneously holding them accountable.
- Ability to negotiate and compromise with people who often have divergent views.
- A deep commitment to fair housing and expanding the inventory of affordable housing for the lowest income households.

- An understanding of institutional racism and how land use and housing inequities have developed out of structural racism.
- A belief that the public sector has a regulatory role to play in protecting renters, providing housing for people experiencing homelessness, and facilitating the development of affordable housing.
- A belief that housing laws should be aggressively enforced by State and local government and that litigation by private parties has an important role in the absence of effective public enforcement.

Preferred Skills/Experience

- Affordable housing and/or land use policy experience, or deep knowledge of affordable housing issues.
- Experience working in the field of affordable housing development or finance.
- Experience leading a nonprofit.
- Existing relationships with community organizations, elected officials and charitable funders in the Sacramento region.

Salary and Benefits: Executive Director may choose either a traditional work schedule or a four-day work week with flexible hours. You'll split your time working from home and from a downtown Sacramento office located within walking distance of Sacramento City Hall and the Capitol. Benefits include medical, vision and dental plan, retirement account contribution, and generous vacation and sick leave, which includes a two week annual Holiday shutdown, as well as 10 paid holidays and a minimum of 10 additional vacation days per year. Salary depends on experience. The range is \$85,000 - \$95,000.

Please submit a resume, cover letter and related references to SHA@sachousingalliance.org. The position is open until filled.
The Sacramento Housing Alliance is an equal opportunity employer.