



Executive Director Position Announcement Sacramento Housing Alliance Sacramento, CA

The Board of Directors of the Sacramento Housing Alliance seeks a dynamic, dedicated Executive Director with proven fundraising abilities to lead the organization, raise revenue and support its membership in advancing affordable housing policies and programs and renter protections through a racial and economic equity lens in the Sacramento region.

Our Mission — *Sacramento Housing Alliance advocates for safe, stable, accessible and affordable homes in the Sacramento region. SHA builds healthy communities through education, leadership, and policy change.*

Overview

Founded in 1989, the Sacramento Housing Alliance (SHA) is the leading voice for housing justice in the Sacramento region. SHA works toward its mission through advocacy, coalition building and education, with a focus on housing policies that result in housing affordability and protections for people at the lowest incomes. SHA is supported by members that include affordable housing developers; homeless service agencies; legal services; health and environmental justice, social and racial equity, and other housing justice advocates.

The actively engaged 16-member board of directors consists of local, regional and state experts in affordable housing development, land use and housing policy, homelessness, renters' rights and other policy and program areas that affect housing affordability.

In addition to overseeing the administrative and day to day functions of the organization, the Executive Director will have primary responsibility for expanding SHA's revenue base to support operations and priority programs. Fundraising will include obtaining new foundation grants, increasing corporate charitable giving and sponsorships, and increasing organizational memberships and individual donations.

Current Year Organizational Priorities

- *Produce the Fifth Annual Regional Affordable Housing Summit in December 2019;
- *Advocate for SHA's position on the use of City of Sacramento Measure U funds for affordable housing;
- *Develop educational materials for community organizations and local governments on housing element development and best practice programs to include in housing elements; and
- *Work in collaboration with the Sacramento Building Healthy Communities coalition to advance equity strategies and advocate for investment without displacement in South Sacramento.

Position Description

The Executive Director is the chief executive, raising revenue, providing effective financial and organizational management, and serving as a visible and effective spokesperson for SHA. Under the supervision of the board of directors, the ED is responsible for all aspects of operations; supervising employees; and leading all fundraising efforts, including sponsorship of SHA's Annual Affordable Housing Summit. The ED will support the board in directing programs; developing member services and stakeholder engagement strategies; communications; and creating a motivational and collaborative working environment for staff and volunteers. Housing policy recommendations and advocacy are led by the Board of Directors and its committees, supported by SHA's Policy Director.

PRIMARY RESPONSIBILITIES

Fundraising

Expanding the revenue base for the organization is a priority of the position.

- Lead fundraising activities and support the work of the SHA Board's Fundraising Committee; work collaboratively with the Committee in establishing an annual fundraising plan.
- Grow SHA's organizational membership base and sponsorship support of annual Sacramento Regional Affordable Housing Summit.
- Seek out new funding sources and write grant proposals for programs approved by 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 that grant obligations are carried out in an effective manner and that reports to funders are timely and accurate.

Communications and Community Relations

- Deliver presentations to community groups and engage in public relations and education activities and involve Board members and SHA organizational members in these presentations and activities.
- Plan and oversee annual Sacramento Regional Affordable Housing Summit in collaboration with the Summit Planning Committee.
- Ensure that SHA's affordable housing bus tours highlight member priorities, run smoothly and effectively convey the value and benefit of publicly supported affordable housing.
- Develop and maintain strong working relationships with public agency staff, elected officials, ally organizations and businesses.
- Communicate the need for affordable housing policies and priorities.
- Support the board in developing an annual media and communications strategy to advance the organization's goals.
- Serve as one of SHA's lead media spokespersons for print and broadcast media and involve board members as appropriate.
- Create strategic alliances and work across affordable housing, homelessness, racial and social justice, labor, health, environmental, land use, transportation and other sectors.
- Maintain and strengthen relationships with SHA member organizations. Develop strategies to support and encourage member participation in SHA activities.
- Recruit volunteers for advocacy, fundraising and other organizational activities.
- Ensure that SHA produces a bi-weekly e-newsletter and periodic action alerts and review final drafts before publication.
- Monitor SHA's social media and website for timeliness, relevance and consistency of messaging and content.

Advocacy and Policy

Oversee SHA Policy Director's work in the following areas:

- Collaboration with board to develop strategies and advocacy efforts that promote government engagement and

action.

- Development of housing policy positions with input from board of directors.
- Preparation of policy papers and briefs requested by board of directors describing housing needs and conditions and recommendations for action.
- Engagement of board members and SHA organizational members in providing testimony at public hearings, at events, and in other public meetings.
- Monitoring of impacts of local and regional policies related to affordable housing and land use.
- Leading locally on statewide policy and advocacy initiatives driven by SHA's statewide partner organization, engaging board members and SHA organizational members.

Financial Oversight

- Support Finance Committee in the preparation of annual budget and monthly cash flow projections.
- Provide oversight of revenue, expenses and payables, 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 preparation.

Management and Supervision

- Provide motivational staff management and professional development.
- Ensure that SHA operations and programs are well-administered.
- Provide oversight, evaluation and supervision of staff and programs.
- Ensure adequate maintenance of database systems for effective information management including membership and contributions tracking.
- Ensure the organization complies with employment, tax, and other applicable laws.
- Support the board of directors in the development and maintenance of regularly updated personnel policies.
- Other administrative tasks as needed.

Board Relations

- Serve as primary staff contact for the Board of Directors.
- Work with the chair of the board to set the board agenda.
- Support the Board of Directors in recruiting and orienting new board members and maintaining board membership.
- Support the Board in Board development and continually improving Board Governance.
- Report to board of directors about activities of the organization and ensure they have adequate information to make decisions.
- Lead board and staff in development of strategic and operational planning and engage consultants as appropriate.
- Work with the board Chair to engage board of directors in working collaboratively.
- Encourage and support board member involvement in fundraising.

Required Skills/Experience/Values

- Strong belief in the need for and value of permanently affordable housing and an understanding of the factors contributing to the housing crisis.
- Fundraising competency as judged by success in raising funds through large foundation grants, individual solicitation and corporate contributions. Enthusiasm for increasing the revenue base of SHA and leading organizational fundraising efforts.
- Exceptional verbal and written communication skills.
- Exceptional interpersonal skills.
- Ability to excel in a fast-paced environment and adapt quickly to change.
- Ability to work collaboratively with a wide range of people – elected officials, advocates, people experiencing homelessness, and others.

- Ability to maintain strong relationships with government officials, while simultaneously holding them accountable.
- Ability to negotiate and compromise with people who have divergent views.
- Experience working in diverse communities.
- A deep commitment to fair housing and expanding the inventory of affordable housing for the lowest income households.
- An understanding of institutional racism and unconscious bias 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 and financing the development of affordable housing.

Preferred Skills/Experience

- Experience working in the field of affordable housing development or affordable housing policy.
- Experience leading a nonprofit.
- Experience working across industry sectors and/or developing and leading coalitions.
- Existing relationships with community organizations, elected officials and charitable funders in Sacramento.

Salary and Benefits: This is a full-time salaried position with medical and dental plan, retirement account contribution, and competitive vacation and sick leave. Salary depends on experience. Candidates meeting both the required and preferred experience will command a salary of \$90,000. Salary range is \$75,000 - \$90,000.

Instructions for applying: This position is open until filled. Please submit a resume, cover letter and contact information for a minimum of three references, including previous employers to Apply@sachousingalliance.org.

The Sacramento Housing Alliance is an equal opportunity employer.

