



Chelan Valley Housing Trust
Job Description
Executive Director
April 2021

PURPOSE

The mission of Chelan Valley Housing Trust is to help sustain the Chelan Valley as a healthy, economically diverse community by providing permanently affordable homes and related education and support for residents—families, seniors and singles—whose housing needs are not met by the traditional market.

To accomplish its mission CVHT:

- acquires land and buildings;
- develops healthy, durable housing to be sold to income eligible buyers in an environmentally and socially responsible manner while retaining ownership of the land to allow for the long term stewardship and affordability of the homes;
- educates and counsels existing homeowners and potential homebuyers.

The Executive Director provides leadership and guidance to advance the organization's mission, while providing practical skills and expertise to manage the organization and carry out specific projects.

POSITION OVERVIEW

CVHT is a young and growing non-profit. The Executive Director (E.D.) will oversee CVHT's operations and development while managing the transition into a mature and stable organization. The ED will act as the primary liaison between the Board, the staff and all individuals and businesses having a relationship with CVHT. The ED will be responsible for developing and managing staff and volunteers to foster fundraising efforts, ensure prudent fiscal management, foster membership relations and advance project development and strategic planning efforts in a robust fashion. The ED will be responsible for supervising staff and managing outside contractors in the day-to-day operations of data management, project management, the sale and lease of properties as well as managing relationships with leaseholder and neighborhood groups.

POSITION STATUS

The Executive Director is a full-time, at-will employee hired, supervised and evaluated by the CVHT Board of Trustees, with direct reporting to the Board President.

SPECIFIC RESPONSIBILITIES

1. Lead the Organization and Support the Board. Prepare materials with sufficient information and analysis for board members so that they may set the vision and goals for the organization, adopt long-range plans, annual strategic goals, budgets, and policies necessary to effectively govern the organization and authorize contracts and management activities necessary to implement CVHTs mission; Lead the board, staff and membership in long-range planning and setting strategic priorities; Work with the Executive Committee and Administrator to develop meeting agendas; Provide staff support to committees.
2. Fundraising. Garner funds sufficient to carry out the organization's Strategic Goals; Research and obtain grants for both operating and project related support, Facilitate, support and participate with trustees' to adopt and implement fundraising campaigns and planned giving activities;
3. Manage Staff: Supervise and support staff including setting and evaluating annual strategic plans and assuring that staff have the tools, systems, training and support necessary to be efficient and effective; Conduct annual reviews of staff performance and staffing structure; Hire and terminate staff as necessary;
4. Finance and Budget: Work with CVHT Treasurer to develop and maintain financial systems sufficient to manage and track the organizations finances and provide for the effective response to the requirements of funding agencies. Prepare the annual budget for the board's approval. Monitor and help Treasurer develop program and operating budgets. Ensure monthly financial reports are prepared for review by the Board. Work with Administrator to maintain data and provide analysis for fundraising and management purposes.
5. Community Relations. Serve as an effective spokesperson for the organization; represent the programs and point of view of the organization to public agencies, community organizations, and the public; Establish and maintain sound working relationships and partnerships with community groups, organizations and individuals; and Ensure the implementation of effective outreach to all demographic segments of the community.
6. Partner Relations. Steward and create relationships with realtors, attorneys, and lending partners that will assist CVHT and homeowners as well as relationships with builders, architects, and other professionals that will help CVHT further it's purpose.
7. Membership. Work with staff and volunteers to develop membership and keep the community up-to-date and engaged in the activities of the organization, including activities to recruit new members and retain existing members; sustain major donors through a strategic membership plan; Oversee the timely and accurate cataloging of information in a membership database.
8. Project Management and Real Estate Development: Direct the Development Team in research and completion of feasibility analyses for potential future projects; Supervise the planning and implementation of all projects, including professional services and staff needed at all stages; work with Project Manager, contractor, or Housing Director to oversee permitting and compliance processes with county, state and federal agencies; Negotiate all project related contracts and provide summary and detail information to the Board for approval; work with Development Team to develop and maintain project schedules, project budgets, cash flow projections from accountant or treasurer.
9. Advocacy. Monitor local, state and federal governmental initiatives related to CVHT's mission, evaluate implications of proposed and current legislation, and represent the organization's

interests thru collaborative participation in work groups and public testimony before government officials.

10. Regional and National CLT Representation. Participate in, and, as appropriate, provide leadership for, regional and national efforts related to community land trusts.

SKILLS AND QUALIFICATIONS

1. Ability to listen and communicate clearly;
2. Ability to inspire and plan strategically;
3. Ability to listen to people's needs, mediate and work as part of a team;
4. Ability to manage finances and communicate financial status with board of trustees;
5. Bachelor degree in business management, human services, or social sciences or equivalent in experience with similar non-profit or public organization;
6. Non-profit management experience;
7. Passion for affordable housing and the Chelan Valley
8. Proven grant writing and management success;
9. Strong project management capabilities;
10. Supervisory experience;
11. Dependability;
12. Flexibility of working hours;
13. Creativity and Problem-solving;
14. Careful attention to detail;
15. Ability to manage multiple projects;
16. Proficiency with MS Office Suite, Salesforce, Adobe, Gmail, Google Calendars, and Zoom preferred and willingness to learn new applications.

Submittal and Additional Details:

- Submit cover letter and resume to info@chelanvalleyhousing.org
- Application period: June 4th-July 4th 2021
- Salary range: \$55,000-\$75,000 depending on experience and qualifications.
- Position Starts: January 1st 2022