



CHELAN VALLEY HOUSING TRUST JOB DESCRIPTION – EXECUTIVE DIRECTOR

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 currently being met by the traditional housing market.

To accomplish its mission CVHT:

- acquires land and buildings.
- develops land in an environmentally and socially responsible manner.
- 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 conduct specific projects.

POSITION OVERVIEW

CVHT is a young and growing non-profit. The Executive Director (ED) will serve as the lead spokesperson for the organization and primary liaison between the Board, the Staff, and all individuals and businesses having a relationship with CVHT. The ED will also plan and oversee all fundraising efforts to ensure strategic goals are met within the organization. The ED will be responsible for recruiting and managing staff and volunteers on various committees, ensuring prudent fiscal management, fostering membership relations and advancing project development and strategic planning efforts in a robust fashion. In addition, the ED will serve as the main point of contact for applicants and homeowners for CVHT properties and will manage the process in which applicants are evaluated and homes are sold.

POSITION STATUS

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

SPECIFIC RESPONSIBILITIES

1. Community Relations. Serve as the lead effective spokesperson for the organization; represent the programs and mission of the organization to our local community; maintain sound working relationships and partnerships with community organizations, local and state government officials, and local businesses and stakeholders; lead Outreach and Stewardship Committees to implement

effective outreach activities to all demographic segments of the community.

2. Fundraising. Acquire funds sufficient to spearhead the organization's Strategic Goals; develop and lead the execution of fundraising campaigns to finance the organization's vision; lead the Donor Relations Committee in securing major gifts; research and apply for grants for operating and project related support and maintain required compliance.
3. Lead the Organization and Support the Board. 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 board committees; supervise and support staff including goal setting, 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.
4. Manage Real Estate Acquisition and Development: Lead the Real Estate Acquisition & Development Committee in research and completion of feasibility analyses for potential future projects; negotiate all project related contracts and provide summary and detailed information to the Board for approval; work with Committee to supervise the Project Manager and contractor(s) on existing properties from pre development phase through successful construction completion, as well as maintain project schedules, project budgets, and cash flow projections from Accountant and Treasurer.
5. Applicant intake and processing. Maintain applicant intake and data collection processes according to CVHT policy and procedure. Update software and processes where needed to meet funder and government needs for reporting.
6. Guide homebuyers through the sales and resale process. Work closely with the Stewardship Committee and lending, real estate, and legal partners to complete sales and resales of CVHT homes with homebuyers. Ensure that buyers are educated and prepared from application to move in and thereafter.

SKILLS AND QUALIFICATIONS

1. Ability to inspire and plan strategically.
2. Passion for affordable housing and the Chelan Valley
3. Ability to listen to people's needs, communicate clearly, and collaborate.
4. Ability to manage finances and communicate the financial status of the organization.
5. Experience in real estate development, property management and/or community land trust models, preferred.
6. Non-profit management experience.
7. Proven grant management success.
8. Strong project management capabilities, including ability to manage multiple projects
9. Dependability.
10. Creativity, problem-solving, diligence.
11. Proficiency with MS Office Suite, Adobe, Gmail, Google Calendars, Zoom and Salesforce and a willingness to learn new software applications.
12. Bachelor's degree in business management, human services, or social sciences or equivalent experience with similar non-profit or public organization.

Time: 40 hours/week

Compensation: \$60-\$80K annually, DOE

APPLICATION CLOSES MONDAY, DECEMBER 12, 2022, COB