



**Chelan Valley Housing Trust**  
**Job Description Executive Director**  
March 2026 - FINAL

## **ABOUT US**

Chelan Valley Housing Trust is a 501 c3 membership based non-profit corporation organized on the classic Community Land Trust model in order to develop permanently affordable home ownership opportunities in the Lake Chelan Valley. CVHT is committed to helping sustain the Chelan Valley's unique character with education and support for residents whose housing needs are not currently met by the traditional housing market.

## **OUR MISSION**

Chelan Valley Housing Trust's Mission is to develop stable and secure housing that is attainable to Manson and Chelan wage earners.

To accomplish its mission CVHT:

- Secures donations and funding from public and private sources to acquire land suitable for the development of efficient, affordable housing.
- Constructs healthy, sustainable housing of various types including single family homes and townhomes. Homes are constructed into both new developments or integrated into existing neighborhoods.
- Markets these homes to income eligible buyers while retaining ownership of the land under a long term renewable ground lease providing for permanent stewardship and affordability of the homes while protecting the interests of the homeowner and lenders.
- Provides education and counseling for 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.

## **ABOUT OUR COMMUNITY**

Nestled in the heart of North Central Washington, the communities of Chelan and Manson offer an exceptional quality of life shaped by natural beauty, strong community ties, and a shared commitment to preserving the region's unique character. Located along the shores of Lake Chelan—one of the deepest and most pristine lakes in the United States—the valley is known for its stunning landscapes, four-season outdoor recreation, and vibrant agricultural heritage. Chelan and Manson are close-knit, welcoming communities where relationships matter and civic engagement is strong, with residents actively supporting local schools, small businesses, and nonprofit organizations. The regional economy is rooted in agriculture, tourism, and hospitality,

and continues to evolve as more people are drawn to the valley's lifestyle. At the same time, the Lake Chelan Valley faces increasing challenges around housing affordability, as rising home prices and limited supply impact the ability of local workforce families to live in the communities they serve—making the work of Chelan Valley Housing Trust both critical and deeply connected to the long-term sustainability of the valley.

## **POSITION OVERVIEW**

CVHT is a young and growing non-profit which depends on donations from the community as well as grants from public and private institutions to grow and meet its mission.

- The Executive Director (ED) will be responsible for nurturing relationships with donors and allied institutions supported by its 12-member Board of Directors and community volunteers.
- The ED will oversee staff including an Associate Director and Administrator to maintain day to day operations and assist the Board in the development and maintenance of appropriate policies, budgets goals.
- The ED will be responsible for overseeing the evaluation of potential acquisitions, site development and building construction.
- The ED will work with staff and community partners to market new homes, develop financing strategies and oversee resales consistent with the mission of CVHT.

## **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.** The CVHT is led by an engaged, working Board of Directors. The ED will provide material support 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. The ED will lead the board, staff and various committees in long-range planning, setting strategic priorities and meeting agendas.
2. **Donor Base and Membership Development.** Develop a strategy to build and maintain a membership and a culture of philanthropy directed toward CVHT throughout the Lake Chelan Valley in coordination with the Board and volunteers. Private donations are a significant and flexible source of funding vital to leveraging institutional grants in order to spearhead the organization's Strategic Goals.
3. **Grant Acquisition.** Research, network, 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.
4. **Public Relations.** Serve as an effective spokesperson for the organization; represent the programs and mission of the organization to public agencies, community

organizations, and the public; Establish and effectively steward sound working relationships and partnerships with community groups, organizations, and individuals; and manage implementation of effective outreach activities to all demographic segments of the community and beyond.

5. **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 its purpose.
6. **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 through collaborative participation in Community Land Trust and homeownership advocacy groups.
7. **Project Management and Real Estate Development.** Lead the Development Team in research and completion of feasibility analyses for potential projects. Supervise the planning and implementation of all projects, including professional services and staff needed at all stages. Supervise the Project Manager, contractor(s), or Associate 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 and Associate Director to develop and maintain project schedules, project budgets, cash flow projections from Accountant or Treasurer.
8. **Finance and Budget.** Work with CVHT Treasurer and Accountant to develop and maintain financial systems to manage and track the organizations finances. Substantiate that financial statements and other accounting disclosures abide by Generally Accepted Accounting Principles (GAAP). Prepare collaboratively with the Treasurer the annual capital and project budgets 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 in a timely manner. Work with the Administrator to maintain data and provide analysis for fundraising and management purposes.
9. **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.
10. **Oversee Homeowner Programs and Property Management.** Oversee the Associate Director in applicant intake, education, and home sales. The Property Manager in property maintenance and quality control.

## **SKILLS AND QUALIFICATIONS**

1. Strong interpersonal skills and the ability to articulate the mission of CVHT in order to drive philanthropy and fundraising.
2. Proven leadership skills.
3. Understand the real estate and construction industries.
4. Ability to listen to community needs, communicate clearly, and collaborate.
5. Ability to inspire and plan strategically.
6. Ability to manage finances and communicate financial status of organization.

7. Degree in business management, human services, or social sciences or equivalent in experience with similar non-profit or public organization preferred but not required.
8. Non-profit management experience preferred.
9. Strong project management capabilities: Ability to manage multiple projects
10. Dependability.
11. Flexibility of working hours.
12. Creativity, problem-solving, diligence.
13. Proficiency with MS Office Suite, Salesforce, Adobe, Gmail, Google Calendars, Zoom and a willingness to learn new software applications. Training can be provided for the right candidate.
14. Passion for affordable housing and the Lake Chelan Valley

#### ADDITIONAL POSITION DETAILS

- Full Time, Salary Position
- Salary Range is \$60,000-\$100,000 Depending on Qualifications and Experience
- Application Period is open until filled
- Flexible hours
- PTO and Holidays

#### HOW TO APPLY

To apply, please submit a cover letter, resume, and three references to [hiring@chelanvalleyhousing.org](mailto:hiring@chelanvalleyhousing.org).