



Executive Director  
National NeighborWorks Association

NNA is seeking a strategic Executive Director with superior relationship-building skills to further NNA's work with a diverse network of NeighborWorks organizations, NeighborWorks America, and key national policymakers to support and promote the community development field.

### Organizational Overview

The National NeighborWorks® Association (NNA)'s mission is to "unite housing and community development practitioners to advocate for housing and economic opportunities for individuals, families, communities and neighborhoods across the country." NNA envisions a united field of the best housing and community development practitioners producing safe, quality affordable housing and economic opportunities for all Americans.

NNA is a 501c6 organization with a dues-paying membership of approximately 200 non-profit "NeighborWorks-chartered" organizations, or 80 percent of the total NeighborWorks network. NNA is governed by a 19-person board of directors comprised of NeighborWorks Executive Directors/Chief Executive Officers that broadly represents the network both geographically and programmatically. FY 2017's operating budget is \$315,000 and staffing includes a part-time Policy Analyst in addition to the Executive Director. The Executive Director will also oversee the NNA Fund, NNA's 501c3 related organization with a separate board of directors and financial statements that are presented with NNA as a combined entity.

NNA's work is guided by two member-led committees:

- The **External Policy Committee** links members' expertise in housing and community development to national housing policy makers in order to have impact on national housing policy and funding.
- The **Internal Policy Committee** informs and shapes NeighborWorks America's (NWA) policies and resource allocation to the benefit of the membership.

The NNA membership is also very active on other issues broadly impacting its work, with working committees and task forces created to tackle other topics related to the community development field.

The NNA board also serves as Advisory Council to NWA. The Council meets in person, four times per year. The purpose of the National NeighborWorks® Advisory Council is to assist NWA to achieve its strategic goals by providing input on overall programmatic direction and priorities as well as on matters that govern the relationship and policies between NWA and the NeighborWorks network.

## Key Job Responsibilities

Reporting to the Board of Directors and the Executive Committee, the Executive Director is responsible for providing overall leadership, direction and operational and financial management for the National NeighborWorks Association. The Executive Director will be responsible for the following major activities and functions:

- Maintain strong, bi-partisan relationships with key Capitol Hill staff, in particular appropriations staff, to ensure solid funding for the membership.
- Develop federal advocacy strategies that reflect a general need of the membership, while paying attention to and responding to more local and specific needs.
- Gather input from membership on issues impacting their work and distill into succinct, actionable strategies and approaches that improve their business.
- Maintain a strong, positive working relationship with NWA's senior leadership and staff of NWA's Board of Directors, with dialogue and action that supports the needs and priorities of the membership.
- Develop and cultivate a highly functioning board of directors and establish a working relationship that reflects active board participation and involvement.
- Retain a high percentage of NeighborWorks organizations as members, including reaffirming and further strengthening the 'value-add' for NeighborWorks organizations in joining NNA.

## High-Level 12-Month Priorities

Priorities for the Executive Director's first year will include:

- Developing a new three-year strategic plan in partnership with standing committees and the full Board of Directors, and execute short-term outcomes aligned with the plan
- Advocating for Congressional appropriation to NWA and holding a well-attended and influential Annual Legislative Day (in March 2018).
- Building strong relationships with NWA's CEO once that individual is selected (currently, an Interim CEO is in place), NWA's senior management team, and the staff of the NWA Board of Directors
- Connecting with Executive Directors/CEOs of NeighborWorks organizations to develop a relationship, open communication channel and rapport.
- Analyzing and improving NNA's current operations, including membership benefits, communication systems with members, and internal systems and controls and governance structures.

- Develop partnerships that will bring resources to the network, including building upon relationships with national housing and community development intermediaries and supporting NeighborWorks organizations to cultivate relationships with local Congressional offices

### Experience and Attributes

Ideal candidates will bring a variety of skills, experiences and characteristics to the position, including:

- Superior relationship-building and facilitation skills across diverse stakeholder groups; able to develop strong trust and connections with leaders of NeighborWorks organizations, senior-level staff at NWA and NeighborWorks' Board of Directors, and Congressional staff.
- Ability to articulate the needs of the membership to high-level Capitol Hill and Administration staff using reliable data and substantive arguments. Strong knowledge of the appropriations process.
- Strong political acumen and negotiation skills, including ability to determine when and how to engage partners and stakeholders.
- Openness to including and highlighting the best practices across the entirety of the diverse NeighborWorks network.
- Comfort in managing various tasks simultaneously, ranging from the strategic to the administrative.
- Demonstrated experience reporting to a Board of Directors and ability to develop and work with a highly functioning board with a combination of remote communication (conference calls, video-conferencing) and in-person meetings.
- Willingness to adjust schedule to align with the demands of Capitol Hill.
- A self-director; able to work independently while also showing an openness and willingness to engage other stakeholders in decision-making and priority-setting for external policy, membership value, etc.
- Knowledge of key national policies and financing mechanisms in housing and community development is preferred (e.g. Low Income Housing Tax Credit, Community Development Block Grants, HOME funds, Community Development Financial Institutions, secondary markets, rural housing policy and financing, and housing counseling).
- Understanding of how resource development throughout the Network can be strengthened and advanced.

The location for this position is flexible, though the individual must be willing to travel to Washington, DC frequently and be visible at gatherings important to the interests of NNA members, both in Washington, DC and elsewhere. Preference will be given to candidates who can demonstrate existing positive relationships with HUD and related Congressional staff, regulatory bodies and/or national community development peer groups and networks. Salary will be competitive and commensurate with experience.

## Application Process

To apply, please submit a resume and cover letter to [resume@nnwa.us](mailto:resume@nnwa.us). This email will be confidentially monitored by the Search Consultant. With any questions, please contact Jill Fioravanti, Search Consultant, at [jillbfioravanti@gmail.com](mailto:jillbfioravanti@gmail.com) or 805-901-8463. Resume reviews begin immediately. The Search Committee plans to conduct interviews for this position in November and December, with a January 2018 start-date.

NNA seeks to provide equal employment opportunities and does not discriminate in hiring on the basis of race, color, national origin, sex, gender identity, sexual orientation, religion, age, disability, protected veteran status, or any other characteristic protected by federal, state or local law. NNA fully complies with all applicable federal, state, and local anti-discrimination laws.