



## SACRAMENTO HOUSING ALLIANCE

### Position Announcement

#### Executive Director

The Board of Directors of the Sacramento Housing Alliance (SHA) seeks a dynamic, dedicated Executive Director to lead the organization and its membership in advocating to advance affordable housing development and preservation, 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, 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 advancing housing policies that result in affordable and accessible housing and protections for people at the lowest incomes and serve to prevent homelessness. SHA is supported by members that include affordable housing developers; community organizations, homeless service agencies legal services organizations, and advocates focused on environmental justice, social and racial equity, civil rights, and other housing justice issues.

The actively engaged 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.

#### First-year Goals

In addition to overseeing the administrative and day to day functions of the organization and fulfilling all funder-contracted obligations, the Executive Director will provide leadership and work in collaboration with the Board of Directors to carry out the following tasks during the first 12 months of the ED's tenure:

- \*Build and maintain SHA's base of organizational and individual members.
- \*Convene the 2023 Annual Regional Affordable Housing Summit.
- \*Raise funds for SHA operations and its priority programs through corporate and foundation grant applications.
- \*Advocate for additional local and state funding to develop and preserve affordable housing in the region.
- \*Lead an effort to monitor housing element compliance and compliance with state housing laws, including local approvals of affordable housing developments.
- \*Work in collaboration with Sacramento Investment without Displacement to develop affordable housing and anti-displacement policies for ongoing work in region and for the City of Sacramento's proposed community benefit ordinance.



## **POSITION DESCRIPTION**

The Executive Director is the chief executive, responsible for leading SHA, providing effective financial and organizational management, and serving as a visible and effective spokesperson for the organization. Under the supervision of the board of directors, the Executive Director is responsible for all aspects of operation, supervising employees, overseeing fund development, including sponsorships of SHA's Annual Regional Affordable Housing Summit, directing key programs, guiding policy initiatives, member services, communications, and creating a collaborative working environment for staff and volunteers. Public speaking experience and a willingness to assume a public role in the community are essential.

## **PRIMARY RESPONSIBILITIES**

### **Fund Development**

- Lead fundraising activities and support the work of the SHA Board's Fundraising Committee and work with the Committee to establish an annual fundraising plan.
- Grow SHA's membership base as a revenue source and expand sponsorship support of annual Sacramento Regional Affordable Housing Summit.
- Write grant proposals for programs approved of 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 grant obligations are carried out in an effective manner and that reports to funders are timely and accurate.

### **Advocacy and Policy**

- Recommend strategies and lead advocacy efforts that promote government engagement and action.
- Work with staff and board members to develop housing policy positions.
- Working with the Policy Director, prepare policy papers and briefs describing housing needs and conditions and recommendations for action.
- Ensure monitoring local and state housing funding programs and lead efforts to increase funding for affordable housing development and preservation, in collaboration with SHA's Affordable Housing Development Advisory Committee.
- Develop testimony and provide and engage board members and SHA organizational members in testifying at public hearings, events, and in other public meetings.
- Monitor impacts of local and regional policy issues related to affordable housing and land use.
- Monitor and ensure SHA engagement in State affordable housing and land use legislation.
- Lead locally on statewide policy and advocacy initiatives with SHA's statewide partner organizations, engaging board members and SHA organizational members.
- Continue to grow SHA's capacity to develop affordable policies with a racial equity lens.

### **Communications and Community Relations**

- Plan and oversee annual Sacramento Regional Affordable Housing Summit in collaboration with the Summit Planning Committee.

- Continue to provide Affordable Housing Bus Tours including offering the service for a fee for public agencies.
- Working with the Policy Director, deliver presentations to community groups and engage in public relations and education activities involving Board members and SHA organizational members when appropriate.
- Develop and maintain strong working relationships with public agency staff, elected officials, ally organizations, and businesses.
- Analyze and communicate the need for affordable housing policies and priorities.
- Recommend for Board approval an annual media and communications strategy to advance the organization's goals.
- Serve as SHA's lead media spokesperson 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, 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.
- Work with Communications staff/consultant to develop contentEnsure that SHA produces a bi-weekly e-newsletter and periodic action alerts and review final drafts before publication.
- Ensure that SHA has an active social media presence.
- Ensure that SHA's social media and web content is continually updated.
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### **Financial Oversight**

- Support Finance Committee in the preparation of an annual budget.
- Provide oversight of revenue and expense, pay bills on a timely basis, 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 tax preparation.

### **Management and Supervision**

- Provide motivational staff management and professional development growth.
- Ensure SHA operates in an equitable manner and create an atmosphere of diversity, equity and inclusion.
- Ensure that SHA operations and programs are well-administered.
- Provide oversight, evaluation and supervision of staff and programs.
- Develop and maintain database systems for effective information management including membership and fundraising tracking.
- Ensure that the organization is in compliance with employment, tax, and other applicable laws.
- Support the board of directors in the development and maintenance of regularly updated personnel policies.

### **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 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.
- Ensure the Board has all materials needed for effective decision making at least 3 working days in advance of all Board meetings.
- Ensure adequate support for Board committees, including note taking for all committee meetings.
- Provide support to board of directors in carrying out their duties.

### **Required Skills/Experience/Values**

- Affordable housing and/or land use policy experience, or deep knowledge of affordable housing issues.
- Experienced fundraiser, preferably both grant proposal writing and individual solicitation.
- Exceptional verbal and written communication 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 often have divergent views.
- 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 the development of affordable housing,

### **Preferred Skills/Experience**

- Experience working in the field of affordable housing development or finance.
- 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 the Sacramento region.

**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. The range is \$75,000 - \$90,000.

**Please submit a resume, cover letter, references and salary requirement or range to [development@sachousingalliance.org](mailto:development@sachousingalliance.org) . The board expects to begin conducting interviews in December and January. The position is open until filled.**

The Sacramento Housing Alliance is an equal opportunity employer.