

Alliance for Housing Solutions

Position Description: Executive Director

Overview

The Executive Director has overall responsibility for the operation of all aspects of the Alliance's work, receiving direction from the Board of Directors and the Board's executive committee. Because the Alliance is a small organization with limited paid staff, much of its work in the community is undertaken on a volunteer basis by Board members and other supporters of the Alliance. The Executive Director has responsibility for managing and organizing the work of the Alliance, including coordinating and supporting those tasks undertaken by Board members. The Executive Director also takes a lead role in conducting the programs and fundraising efforts of the Alliance and in meeting with supporters and other interested parties; provides general administration/management; and supervises the Association Assistant.

Responsibilities

- Work with the Board of Directors to set organizational goals, establish the scope of work for the Alliance, identify the major programmatic areas of activity, and plan the specific activities to carry out the scope of work and fulfill the organization's goals.
- Keep the Board of Directors and the network of sponsors and interested parties informed on important local, regional, state, and federal affordable housing issues.
- Maintain a calendar of events and deadlines pertinent to the Alliance's schedule of activities, including fundraising activities.
- Organize and manage public education efforts of the Alliance.
- Facilitate discussions among neighborhoods, developers, advocates, government staff, and community leaders, as appropriate.
- Coordinate research and advocacy efforts.
- Represent the Alliance at key community and industry meetings, such as meetings of the Arlington Civic Federation, the Arlington Housing Commission, the Arlington County Board, and the Northern Virginia Affordable Housing Alliance Steering Committee.
- Manage the fundraising program of the Alliance, particularly through grant writing, special gifts, special events, and annual giving.
- Manage the day-to-day affairs of the Alliance, including assurance of maintenance of appropriate financial records, legal documents, and other materials critical to the Alliance's institutional memory.
- Provide staff support to the Board of Directors.
- Supervise other paid staff (currently, the Association Assistant).

Qualifications

- A commitment to the mission of the Alliance for Housing Solutions and to the development and preservation of affordable housing as a critically important component of building a healthy community.
- Appropriate prior experience that demonstrates ability to provide overall organizational management, supervision of staff, programmatic leadership, and skill in interpersonal relations with individuals, in small groups, and presentations to larger groups.

- Knowledge of and experience in working on affordable housing issues or knowledge/experience in working with related human services issues and a readiness to learn the affordable housing field.
- Strong interpersonal skills for working with a variety of people in the community, including: members of the Board of Directors and staff of the Alliance; elected officials and government agency staff; community organizations of all types (such as neighborhood associations, faith communities, nonprofit organizations) and organization representatives; and members of the business community, particularly housing developers.
- High level of organizational skills; strong written communication skills; a work style that includes taking the initiative to pursue the Alliance's scope of work (a "self starter").

Other related requirements of the position

- It is expected that the Executive Director will provide 20 hours per week (on average) for the work of the Alliance. Hours of work are flexible; often evening hours are required, and, occasionally, weekend hours. As the work of the Alliance progresses, the hours of work may be increased if mutually agreed upon between the Executive Director and the Board, and funding has been achieved.
- The position carries a competitive salary; however, no benefits are offered at this time other than Social Security and unemployment insurance. Vacation periods and holidays are taken without pay. No overtime pay is provided if work is fulfilled on federally or locally recognized holidays.
- The Executive Director will often meet with people in the community (government staff, representatives of community organizations, etc.) and be required to undertake travel (to meetings, to make bank deposits, etc.) to fulfill Alliance duties. The Executive Director must have his/her own transportation or ability to use public transportation; reimbursement for extraordinary transportation expenses may be provided.
- Currently the Alliance does not provide office space: the Executive Director must be able to work from his/her own home or other facility. The Alliance uses a post office box for its mailing address and maintains a website and email address for the Executive Director.

Application and hiring procedures

- Applicants should submit a letter expressing their interest in the position, a complete resume, and contact information for three professional references. These materials should be mailed to the Alliance for Housing Solutions, P.O. Box 7009, Arlington, VA 22207, or submitted electronically in Word to the Alliance for Housing Solutions President Jack Cornman, at cornman@consultantsonpurpose.com.
- The Alliance will accept applications until the position is filled. However, applications must be submitted by March 22, 2010 to ensure full consideration. The Alliance reserves the right to disregard applications received after March 22.
- The Alliance seeks to select the new Executive Director no later than May 1, 2010 in order to allow some period of work overlapping with the current Executive Director, who will be leaving the position June 1, 2010.