



San Geronimo Valley Affordable Housing Association is Hiring!

Position: Executive Director

ABOUT

San Geronimo Valley Affordable Housing Association (SGVAHA), located in a rural area of Marin County, is a nonprofit organization that creates and manages permanently affordable homes. SGVAHA owns and manages 26 homes serving 48 residents and is characterized by a highly invested board of directors, collaborative working style, community support, and a commitment to growth. SGVAHA is now becoming a membership-based Community Land Trust, and seeks its first Executive Director for its new organizational model. This position will begin as part-time with desire to grow into full-time. This is an exciting leadership opportunity to develop affordable homes and community stability in rural San Geronimo and Nicasio Valleys alongside a dedicated staff and board team.

Position Summary:

This position reports to the Executive Committee and Board, and supervises a part-time Fundraising & Administrative Associate, two part-time Property Managers, and contract Bookkeeper. The ED scope of responsibilities is listed below, however the priorities will be executed according to what is realistic for a 24-hour/week position.

Strategic Leadership

- In partnership with the Board, establish a plan to achieve SGVAHA's strategic priorities, financial goals and stability, and implement steps to advance SGVAHA's mission. Develop opportunities for long-term sustainability of the organization.
- Maintain effective communication with the Board of Directors to inform of progress, opportunities, issues, challenges, and cohere the work of the organization
- Provide staff support for Board committees to enhance committee success.
- Together with Board Chair, develop annual times for group reflection and planning

Financial Management

- Together with the finance committee, manage the overall financial health of the organization, including donor, grant, and rent revenue and programmatic expense
- Work with Board Chair and Treasurer to develop and implement an annual budget
- Ensure annual audit and tax filings are completed
- Ensure smooth financial systems and regular reports for the board.

Project Development

- Together with Project Development Committee, seek to move projects forward by aligning expertise, volunteer support and funding
- Together with Board Leadership, guide Board conversations on project development

Property Stewardship

- Ensure property management policies are in place and up-to-date
- Ensure maintenance and asset management needs are met by working with the property management committee and property managers
- Manage compliance with all affordable and fair housing requirements

Operational Management and Compliance

- Supervise staff and conduct staff meetings
- Support the development and maintenance of streamlined internal communications across the organization to ensure a smooth and timely flow of information
- Ensure any and all financial, project, property, or organizational compliance activities are met • Attend Executive Committee and Board meetings

Fundraising & Communications

- Coordinate and serve as main staff person for the Fundraising & Communications committee • Develop an annual fundraising plan and implement it in coordination with Fundraising & Communications Committee and Board
- Establish and maintain contact with donors in the community, develop a major donor program • Supervise the production of brochures, flyers, annual reports, donor fund-raising letters, press releases, e newsletters, website content and other communications materials
- Research and write grants for foundations and government agencies, ensure grant reporting; oversee contract grant writer when needed

Community Representation and Engagement

- Represent SGVAHA publicly with key organizational partners, funders, networks, donors and media • Tap board and committee members and other staff to represent the org where needed • Respond to volunteer interest; recruit people into the organization and align them in committees/advisory groups
- Develop a community engagement plan when needed for a project
- Work with Fundraising & Communications committee to provide initiative & support for community engagement activities and events

Qualifications/Skills/Experience

- Deep alignment with and enthusiasm for SGVAHA's vision and mission
- Minimum 5 years' experience in managing or leading organizations in one or more fields of community development, affordable housing, or community service. Experience in Community Land Trusts is highly desired. • Ability to perform well in a highly collaborative and community-centered work environment • Demonstrated financial management experience
- Demonstrated fundraising experience with donors, major gifts, and grants
- Demonstrated experience developing and sustaining positive relationships with diverse stakeholders including residents, community, government, and funders
- Excellent written and oral communication
- Proficiency in Google Drive, Microsoft, Excel
- Bachelor's or Master's degree

While not required, the following is highly desirable:

- Project Management experience
- Real Estate experience
- Demonstrated understanding/experience with Community Land Trusts

Salary and Benefits

This is a part-time (24 hours/week) position with potential to grow. Starting compensation commensurate with experience, ranging from \$45,000 - \$50,000 annually. Position works primarily remotely with some in-person, evening, and weekend meetings. Some flexibility in establishing work schedule. Benefits include vacation, holidays, and sick time. **HOW TO APPLY: Please send resume and cover letter to: info@sgvaha.org.**

SGVAHA is an Equal Opportunity Employer

sgvaha.org