



POSITION OPENING:

EXECUTIVE DIRECTOR

*The **Housing Consortium of Everett and Snohomish County** is currently seeking a highly motivated, visionary leader who will direct the organization in carrying out its mission. The Executive Director represents the Housing Consortium throughout the community and region. A successful candidate must be flexible and willing to carry out a wide variety of tasks, organize his/her time effectively, be self-directed and committed to the vision that all members of our community have opportunities to live in safe, affordable homes.*

The **Housing Consortium of Everett and Snohomish County (HCESC)** is a nonprofit coalition of organizations and individuals concerned about and involved in affordable housing in Snohomish County. Our mission is to provide strategic leadership in crafting policy and program solutions to affordable housing challenges in Snohomish County. Formed in 2002, the Housing Consortium works to educate and advocate for policies, programs and resources that address the affordable housing crisis in Snohomish County.

Position: Executive Director. This is a full-time, exempt position located in Snohomish County, Washington.

Reports to: Board of Directors, and more directly works with the Executive Committee of the Board to set goals and carry out the work of the organization.

Salary and Benefits: \$65,000 - \$85,500 per year, depending on experience. Benefits include a modest medical stipend, paid holidays, and 160 hours of paid leave (after the initial probationary period) in the first year of service. Hours of work are flexible and require occasional early morning, evening and weekend hours.

Necessary Experience and Qualifications:

- Self-directed, but able to take direction from a board of directors who are not active in the day to day work of the organization.
- Experience in nonprofit management, including responsibilities for financial management and grant writing.

- Demonstrated leadership.
- Experience with public policy development in Washington State, and preferably in Snohomish County.
- Experience working successfully in coalition with diverse organizations and interests.
- Personal commitment to the vision that everyone deserves the opportunity to live in a safe, healthy, affordable home.
- Excellent verbal and written communication skills, including public speaking.
- Flexibility and willingness to learn new skills necessary to oversee all aspects of a small nonprofit organization.

Desired Experience:

- Experience with affordable housing programs.
- Experience with local land use policies.

Responsibilities of the Position Include:

Administration and Fiduciary Responsibilities:

- Manage all aspects of the business of the organization.
- Provide monthly variance reporting and budget forecasting to the Board
- Coordinate with the contracted accountant to produce financial reports
- Creating an annual plan for grant applications. Writing applications for grants, particularly for operations. Seek out new grant opportunities.
- Develop fundraising strategies and actively engage in fundraising to meet the organization's annual revenue goals.
- Oversee all communications of the Housing Consortium, including the website, social media platforms and print materials with updated and relevant information
- Ensure the website is updated regularly and user friendly for the membership and the public.
- Oversee HCESC committees (social media & events), volunteers and college interns on an as needed basis.

Coalition Building:

- Plan and organize monthly member meetings of the Housing Consortium.
- Develop the membership of the Housing Consortium, including identifying and cultivating new memberships and maintaining strong relationships with current members.
- Engage members in advocacy and policy initiatives of the Housing Consortium.
- Act as the spokesperson for the coalition when appropriate.
- Work to preserve the collective voice and vision of the Housing Consortium among all the members.

Affordable Housing Policy Development:

- Engage members to advocate for an increase in the production and preservation of

affordable housing in Snohomish County through favorable public policy, increased resources, greater sector efficiency, and broad alliances committed to social equity within sustainable communities.

- Build and cultivate relationships with key partners in government, housing providers, equity advocates, businesses, and community coalitions to implement public policies that create safe, healthy, affordable homes throughout Snohomish County.

Events:

- Plan and oversee quarterly educational events and annual conference for Housing Consortium members and the general public.
- Seek out and obtain sponsorships for all HCESC events.

To Apply: Please submit a résumé and cover letter to: Mary Anne Dillon, YWCA, mdillon@ywcaworks.org or 3301 Broadway, Everett, WA 98201. Position is open until filled.