

Position Description: Executive Director

Updated June 2023

The Vermont Affordable Housing Coalition and Vermont Coalition to End Homelessness are currently undergoing a merger and seeking to hire an Executive Director for a new dynamic statewide membership organization working towards safe, accessible, and perpetually affordable homes for all Vermonters. We represent a diverse network of non-profit affordable housing developers and managers, shelter and service providers, public housing authorities, funding agencies, community action agencies, regional planners, housing, disability and tenants' rights advocates, and individual members -- all united in the goal of meeting the housing and support needs of the state's low- and moderate-income residents with opportunity, choice, and dignity and ensuring that if homelessness does occur, that it is brief and non-recurring.

We accomplish this through advocacy, education, collaboration, and outreach. We are the Collaborative Applicant for the Balance of State Continuum of Care and we work closely with Continuum of Care (CoC) colleagues in Chittenden County.

The Executive Director oversees and coordinates all aspects of the non-profit organization's functions, including day-to-day and long-range planning, and is its primary representative at the statehouse during the legislative session. The Executive Director serves at the pleasure of the Board of Directors and performs such duties and functions as they may prescribe. The Executive Director's responsibilities include:

General Administration

- Oversees all aspects of administration, including finance, human resources, and grants management
- Supervises program and administration staff
- Develops annual work plan and budget aligned with the Strategic Plan
- Oversees filing of annual IRS 990 form

Fundraising & Organizational Development

- Oversees organizational fundraising, member recruitment, and development
- Identifies potential new members and funding opportunities in cooperation with staff and the Board of Directors
- Manages all aspects of the grant process including identifying sources, writing proposals, and reporting
- Networks with the business and nonprofit community to develop relationships and pursue financial and in-kind support

Public Policy Development & Advocacy

- Educates local, state, and federal policymakers on housing needs and impacts of policy decisions
- Monitors state legislative and administrative policy
- Manages legislative priority-setting process, with a focus on addressing member needs and consensus-building
- Represents the coalition at the statehouse during the legislative session
- Communicates advocacy and testimony needs to members, and assists with the scheduling and monitoring of testimony
- Coordinates with contract lobbyist, as needed
- Attends meetings of state legislative committees and provides testimony, as needed
- Coordinates statehouse advocacy days in partnership with other organizations
- Develops and advocates for annual federal priorities in conjunction with the New England Housing Network (NEHN) and the National Low Income Housing Coalition (NLIHC), participates in NEHN and NLIHC federal legislative advocacy initiatives, and attends annual NLIHC conference and State Coalition meetings
- Provides legislative reports (federal and state) to membership

Programs & Services

- Supervises program and administrative staff, including the CoC Program Director, who is responsible for oversight of the annual application to HUD for CoC funding, monitoring of CoC funding, and support for the CoC Board of Directors and its committees
- Oversees community, stakeholder, and legislator education and training activities
- Oversees the annual Point in Time count
- Participates actively in planning and implementation of biennial statewide housing conference

Outreach and Coalition-building

- Oversees communications and information sharing with members and partners, including through the website, social media, and regular e-mail updates
- Coordinates monthly and annual membership meetings and committee meetings as needed
- Represents the organization publicly
- Creates and maintains positive relationships with member organizations
- Works with members and allied partners to develop and achieve common goals
- Participates in the non-legislative activities of the New England Housing Network and National Low Income Housing Coalition

Qualifications include

- Bachelor's degree, higher degree a plus
- At least five years experience in the fields of affordable housing, community development, addressing homelessness, or related field
- Nonprofit management experience
- Experience with legislative policy development, lobbying, or grassroots advocacy
- Understanding of Vermont housing policy and landscape
- Demonstrated commitment to social, racial, and economic justice
- Self-starter attitude and ability to work independently
- Well-developed written and verbal communication skills
- Strong interpersonal and collaborative skills
- Excellent computer skills and knowledge of web-based media
- Experience in fundraising and grant-writing
- Valid driver's license and car required
- The requirements for this position are indicative of the physical and mental capacities needed to satisfactorily perform the duties for this position. Reasonable accommodations, as required by the Americans with Disabilities Act, will be granted wherever possible.

Compensation

- This is a full-time, exempt position, based in Vermont with a hybrid schedule
- Hiring salary is budgeted in the \$75,000-\$80,000 range, depending on experience
- Generous health insurance plan, three weeks of paid vacation, 14 paid holidays, sick leave, 403(b) retirement plan with employer contribution after one year, disability and life insurance and more.

VAHC is an equal opportunity employer.

To apply, please send a letter of interest and resume to hire@vtaffordablehousing.org by July 20.