



## **JOB DESCRIPTION: EXECUTIVE DIRECTOR**

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Housing North is seeking an Executive Director.

Housing North is a cross-sector non-profit collaborative initiative involving nonprofit, government and business partners. This position will work with the Housing North Board of Directors to help Northwest Michigan build awareness, influence policy, and expand capacity so communities can create housing solutions that meet their unique needs.

### **Position Summary**

This is a professional position involving the organizational support for Housing North and implementation of its work plan. This individual will report to the Housing North Board of Directors. The Executive Director leads all efforts to achieve the organizational vision and guide the implementation of key strategic priorities as established through recent internal planning efforts, as follows:

- Build awareness about housing solutions.
- Advocate for policies that support housing solutions.
- Build capacity and resources for housing solutions.
- Create a sustainable organization.

### **Responsibilities**

The successful candidate will be responsible for activities in the following areas of focus:

#### **Advocacy**

- Directs Housing North policies, objectives, and activities involving local, state, and federal government affairs.
- Convenes and coordinates regional and statewide partners to explore and identify new and emerging policy initiatives.
- Coordinates relationships with any government relations consultants.

#### **Building Awareness**

- Maintains and develops Housing North brand, messaging, public relations efforts, and reputation as the region's primary housing resource.
- Acts as point of contact for, and conducts regular outreach, to partners, through press releases, newsletters, media interviews, columns, presentations, etc.

- Coordinates events, trainings, and meetings for partners and the public, including the annual Housing Summit and regular events for local housing networks.

### **Organizational Development**

- Works with Board to plan, develop, and oversee Housing North strategies and initiatives.
- Conducts outreach to existing and new potential partners to build relationships and identify partnership opportunities.
- Develops capacity for Housing North initiatives through contracts, staff, and Board development.
- Oversees staff and contracts/relationships with vendors and consultants as necessary.

### **Capacity & Resources**

- Identifies development opportunities throughout the region, and provides development support for local governments and community groups.
- Provides technical support for partners and philanthropies on establishing and administering local funds.
- Provide support for building local investment and capital.

### **Qualifications**

The individual responsible for this work is expected to have a combined minimum of 10 years of education and/or experience working in a public policy environment to influence land use decisions, housing policies, economic development and/or community development. A bachelor's degree in urban planning, public administration or non-profit administration is preferred and a master's degree is strongly desired. The desired individual will have strong finance, leadership, and communication skills and the ability to work in a complex system with undefined parameters. This is a full-time position and is likely to include evening meetings and travel throughout the region/state.

### **To Apply**

Individuals interested in this position should email a resume and cover letter to [sarah@housingnorth.org](mailto:sarah@housingnorth.org) by February 10, 2020.

Cover letter should include explanation of professional experience working to increase the availability of workforce affordable housing units in a community through policy initiatives or development. All are welcomed and encouraged to apply. We are an equal opportunity employer.

The position will remain opened until it is filled.