

**CHARITIES HOUSING
Executive Director**

The Board of Directors seeks a seasoned leader to develop a strategic framework to increase capacity to broaden the Charities Housing portfolio of affordable and service-enriched housing through exploration of new developments, partnerships and creative opportunities throughout Silicon Valley.

For nearly 30 years, Charities Housing has been committed to developing and managing affordable housing, striving to create developments that contribute positively to communities. Originally a division of Catholic Charities of Santa Clara County, Charities Housing (CH) now has projects located throughout Silicon Valley, where the need for affordable housing is vital. Housing types range from service-enriched housing for low-income, vulnerable individuals to traditional affordable multi-family housing. Today, as the housing development arm of Catholic Charities, CH actively oversees the management and operation of more than 1400 units with contracts for appropriate resident services from Catholic Charities and other nonprofit partners. There are over 200 units in construction in Santa Clara County and another 1400 units in the development pipeline. CH creates beautiful, positive living environments for those with the least amount of resources.

The Board of Directors is seeking a collaborative individual to develop the strategic framework that fosters strategic partnerships and relationships, and increases capacity to manage the activities related to acquisition, construction and rehabilitation of affordable and service-enriched housing. Charities Housing is a 501c3 nonprofit organization with \$392M in assets, an operating budget of \$29.5M and a staff of 50 full-time and 17 part-time employees. This is a highly functioning organization at every level.

SUMMARY

Reporting to Board of Directors, the Executive Director serves as the chief executive officer of the corporations, having responsibility for and authority to manage all activities, contracts and financial accounts and direct the team's activities. The ED is by nature ambitious, moves fast and is entrepreneurial in the pursuit of new affordable housing. The ED will lead and implement CH strategic goals, objectives, and priorities. They will plan, organize, and manage all functions and including activities and coordination with other Catholic Charities/nonprofit partners, outside agencies, public officials, and the public. They will be responsible for originating, coordinating, and implementing all aspects of affordable housing project development - from deal origination and feasibility through construction, to stabilized occupancy. Projects may include new construction, rehabilitation and joint ventures with other developers.

The Executive Director will be someone who believes in and understands supportive housing, and brings this expertise to bear in a nonprofit environment to grow the CH portfolio. They will have a dealmaker's sensibility, understanding of affordable housing development and the financial mechanisms of this type, and have the fortitude to proactively identify new projects where CH can successfully provide support to under-housed, vulnerable populations.

KEY RESPONSIBILITIES**LEADERSHIP AND MANAGEMENT**

- In collaboration with the Board of Directors, develop a strategic framework to increase capacity in housing development, property management and asset management; implement and track annual strategic goals.

- Serve as principal liaison between the Board and staff, other agencies in the community, expressing accurately and consistently the philosophy, policies and actions of the board.
- Recruit, train and inspire the team with clear goals, guidance and open communication.
- Develop and monitor the annual operating budget.
- Administer and direct the long-range and day-to-day activities by planning, organizing, reviewing and assessing the operation, housing management and development functions to assure effective performance and compliance with policy and interdepartmental coordination
- Provide regular reporting on CH activities to the Board.

DEVELOPMENT

- Oversee and manage all aspects of housing development, including but not limited to feasibility analysis, program development, contract negotiation and consultant management, design development, funding applications, lender negotiation, due diligence, entitlements, construction management, community outreach, event planning, audit, and lease-up coordination.
- Review RFPs and RFQs for potential projects; ensure the production of materials for responses as needed for the competition.
- Develop and track a pipeline of potential projects, including short- and long-range plans for housing development.
- Negotiate contracts with funders and vendors to implement housing developments.
- Develop and track project budgets and schedules to avoid cost overruns and delays.

EXTERNAL RELATIONS

- Ensure effective relations with governmental agencies (particularly HUD and HCD), officers and staff of political subdivisions (county and city), community leaders, nonprofit and for-profit developers and housing organizations, and the media.
- Represent CH at stakeholder meetings, including industry events, local boards and advocacy organizations; advocate for good policy around affordable housing and community development
- Negotiate and resolve significant and controversial issues with various partners and stakeholders.

IDEAL EXPERIENCE & CHARACTERISTICS

The Executive Director of Charities Housing will be a mission-driven individual who deeply understands the need for affordable housing in the community. It requires an individual with a solid understanding of affordable housing development, expertise in real estate finance including syndications, and the ease with interacting with a diverse group of stakeholders.

Additionally:

- Undergraduate degree with major coursework in urban planning, business, real estate, public administration, architecture, engineering, or related field. An advanced degree and a real estate broker's license are preferred.
- Ten+ years of progressive administrative and management experience in housing development or real estate finance. Relevant experience and successful track record of effective leadership in other industries or sectors will be considered.

- Experience working with urban municipalities; an understanding of local politics, knowledge and services offered to low-income people.
- Technically proficient in all aspects of affordable housing real estate development, including finance, entitlement and design, construction and operations. Experience in property or asset management is a plus.
- Ability to respond to evolving circumstances, manage organizational and financial risk, and lean toward “yes” if new opportunities align to strategy and CH capacity.
- Exceptional oral and written communication skills, particularly in developing and delivering presentations for small and large audiences; a record of garnering support from constituencies of diverse cultures and backgrounds including staff, Board of Directors, public entities, elected officials, community partners, allied organizations, advocates, stakeholders, faith communities and institutions.
- Well-organized and detail-oriented, with excellent analytical skills.
- Respects the expertise and opinions of others and uses information to guide decisions; collaborative and collegial style and approach to working with others; intrepid yet tactful; negotiates skillfully without driving themselves or others into a corner.
- Unquestionable integrity; demonstrated judgment and self-awareness.
- A person with a heart for those who are in need of affordable housing.
- Joyful and optimistic with an authentic level of compassion; emotionally mature with a good sense of humor.

For more information please contact:

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