

Executive Director The Northern Virginia Affordable Housing Alliance (NVAHA)

The mission of the [Northern Virginia Affordable Housing Alliance](#) is to promote healthy, sustainable, and equitable communities that meet the diverse housing needs of Northern Virginia residents. Our activities include:

- Advocating for public policies and adequate financial investments to develop and preserve housing that's affordable;
- Building political will through community-driven consensus to advance affordable housing through better understanding of the interplay between housing, health, equity, and economic development;
- Partnering with underserved communities to lift their participation in our civic discourse;
- Calling for the deconstruction of land use systems and policies that perpetuate inequities and disparities, support the misallocation of resources, and strengthen existing racial, socioeconomic and wealth divisions within our communities;
- Conducting research on housing needs and policies to promote inclusive, equitable communities in Northern Virginia (NoVA).

We are seeking an Executive Director (ED) to succeed the founder and current Executive Director of 17 years. NVAHA has a critical role to play in the region's housing work, and we are dedicated to finding an exceptional individual who will take the organization to the next level. The new ED will have the following skills and experiences:

- a passion for our mission of fostering diverse, equitable communities;
- strong interpersonal skills to work across multiple sectors and build trust;
- an experienced leader and persuasive communicator;
- a thorough understanding of housing policy and the challenges faced by affordable housing providers;
- a strategic thinker who can identify creative solutions to complex challenges and can build alliances and expand our networks.

Key Responsibilities

Reporting: The Executive Director reports to the 11-member Board of Directors to develop and implement a strategic direction that aligns with our mission, supports our program expansion, and provides internal and external leadership to increase NVAHA's profile and visibility in the Northern Virginia community.

The Executive Director, working with staff, directs all programs and activities that support the organization's mission and visibility, including the following:

Housing Policy

- Monitor local housing policy activities in multiple NoVA jurisdictions; providing analysis and recommendations for advocacy that support housing affordability;
- Collaborate with key partners, board, and leadership council members for analysis and recommendations;
- Represent NVAHA in local, regional, and statewide housing advisory boards or councils;

Leadership Council

The Executive Director, with staff, is responsible for Leadership Council (LC) convening, program development and activities. The LC is a non-governing network of industry professionals engaged in public policy, affordable housing development, finance, and resident services who gather to follow housing activities in Northern Virginia. The LC helps advance our programs and activities and expands the organization's outreach in the region. The LC meets regularly for presentations from industry experts, and updates on new initiatives or policies that impact housing development.

Communications

As a small organization, NVAHA leverages its outreach through relationship-building and partnerships. As the spokesperson to the organization's external partners, the ED is a frequent participant in regional and statewide forums, sharing our expertise as a regional housing organization with a track record of success in public outreach, education, and advocacy. Additional responsibilities include:

- Work with staff to oversee and coordinate the messaging and content across our social media platform, including website, blogs, monthly Housing in Action series to align with our goals and objectives;
- Identify gaps and evaluate opportunities to work internally and through third parties to produce housing research;

Sustaining the organization.

Working with the Board, the ED is responsible for the organization's strategic planning and financial sustainability. Activities include the following:

- Annual/long-term budgeting;
- Grant writing;
- Expanding donor base and new grant opportunities;
- Exploring 'fee for services' and special project opportunities.

Financials/Personnel/Administrative. There are limited administrative duties related to the organization's finances and personnel that are carried out by the ED. They include:

- Process all non-payroll invoices;
- Send out annual assessment of LC dues;
- Prepare annual tax filing with the accountant

This job is a hybrid position with a flexible work location, but you must live in the Washington metropolitan area, preferably in Northern Virginia. Travel throughout Northern Virginia is required and may include evening meetings or occasionally a weekend event.

Salary Range: \$100,000 - \$120,000 with benefits package.

Application Process:

Applications will be accepted on a rolling basis through Friday, September 30, 2022. Send your resume and cover letter to michellekrocker@nvaha.org. Your application must include a cover letter.

Northern Virginia Affordable Housing Alliance is an equal opportunity and affirmative action employer. We actively encourage applications from persons identified with groups who have historically been underrepresented within leadership roles. NVAHA cultivates a culture of inclusion for all employees, board members, Leadership Council members and other stakeholders with the aim of respecting and valuing all individual strengths, views, and experiences.