

VISION

Every Arizonan has a safe, affordable place to call home.

MISSION The Arizona Housing Coalition (AZHC) is a collaborative association that leads in the efforts to end homelessness and advocates for safe, affordable housing for all Arizonans.



Employment Opportunity: Executive Director

The Arizona Housing Coalition is a statewide collaborative association that leads in the efforts to end homelessness and advocates for safe, affordable homes for all Arizonans. We seek an executive leader skilled in association management, coalition building, and organizational governance. The Executive Director is responsible for the successful leadership and management of the Arizona Housing Coalition (“the Coalition”) to achieve its mission, “to be a statewide collaborative association working to end homelessness and advocate for safe, affordable homes for all Arizonans”. The Executive Director achieves this mission by implementing the Coalition’s key strategies of: 1) advocacy and organizing; 2) providing education and training to the community on affordable housing and homeless issues; and 3) collaborating with vested stakeholders to elevate the issues of housing instability and its proven solutions. The Executive Director will report to the Arizona Housing Coalition Board of Directors.

DUTIES AND RESPONSIBILITIES

Board of Directors

- Provides executive level leadership in formulating the vision and strategic planning for the Coalition.
- Develops and implements the organization’s strategic initiatives, goals and long-range plans with the Board of Directors, staff, funders, and members.
- Recommends policies to the Board and/or assists the Board in the formation of policies for effective and economical operation of the Coalition.
- Ensures implementation of policies adopted by the Board.
- Works with the Board of Directors on Board recruitment and membership development.
- Has chief administrative responsibility for public accountability of the agency, maintenance of agency facilities, and regular reporting to various bodies.
- Carries chief staff responsibility to ensure that legal obligations of the agency are met.
- Interprets state and federal regulations and requirements affecting the organization.
- Prepares and administers the agency budget and is accountable for control of resources and expenditures, once adopted.
- Responsible for organizing and coordinating AZHC Membership Meetings, Board Meetings, and Committee Meetings.
- Fosters appropriate relations with AZHC's Board and various Board committees, and keeps them informed.
- Maintains all Board of Directors’ communications including Board agendas, minutes, and correspondence.

Programs

- Responsible for the development and implementation of the programs of AZHC, guided by the mission statement and the directives of the Board of Directors. Supervises and revises programs as needed.
- Implements an annual public policy agenda and maintains working relationships with elected officials and appointed decision makers in the field.
- Analyzes public policy at local (city and county), and state and federal levels and its impact on

affordable housing, homeless populations and supporting agencies.

- Interprets or obtains interpretations of state and federal regulations and requirements as they relate to the operations and goals of the Coalition.

Education

- Serves as liaison and provides technical assistance to statewide and local groups, organizations, elected bodies, and governmental agencies.
- Works with the Education & Training Committee to facilitate the planning, organization, administration and direction of the Coalition's annual statewide conference, housing forum, and annual training objectives.
- Provide public education, technical assistance and advocacy activities in local communities.

Communications/Community Relations

- Develops the Coalition's marketing and promotional strategies.
- Nurtures a relationship with the media representing AZHC and maintains a presence with community leaders and the general population.
- Communicates a wide variety of information including public policy alerts, funding opportunities and educational events with members and interested parties through the Coalition's communication avenues.
- Plans and executes communications to the general membership which may include the annual report, newsletters, general mailings, website, social media, news releases, etc.
- Interprets the function of AZHC to the community through direct involvement and through public relations programs, including personal contact, literature and the media.
- Represents and serves as a spokesperson for the Coalition to the general public, the media, decision makers, and the community.
- Fosters appropriate relations with other professional and social service groups in the community and serves on appropriate community committees.
- Builds and maintains knowledge about community and national issues and trends that impact the work of the Coalition, and shares this knowledge with the Board, staff, and membership.
- Provides staff support to the planning, organizing and directing of membership recruitment and retention programs, evaluates results and recommends policies, procedures and actions required to achieve membership goals.
- Participates in appropriate local, regional and national conferences, events and workshops which relate to the Coalition's growth and impact in the state.
- Collects and maintains data and other information about national and statewide trends, data points, members' activities and operations.

Fundraising/Development

- Creates fundraising strategy and participates in and/or directs fundraising activities.
- Administers the development, implementation, monitoring, and evaluation of all grant applications, contracts, proposals, programs, funding compliance, and planning activities.
- Identifies successful organizations for alliance-building and learning purposes.
- Responsible for all aspects of development including grant writing, fundraising, and special events.
- Maintains effective relationships with public and private funding partners.

Human & Financial Resource Management

- Supervises and directs key staff in the performance of their duties: Evaluates the performance of key staff members and provides overall control and direction of the personnel function of AZHC, including active participation in or approval of personnel actions.

- Oversees financial management, including all check writing; ledger entries; maintains all financial records such as check requisitions and necessary documentation; provides a monthly financial statement; prepares monthly tax deposits; quarterly tax returns; and employee W-2s. Responsible for producing cash-flow analysis as needed by the Board of Directors. Responsible for preparing necessary documentation to transmit to accountant for tax returns and annual financial reviews.
- Maintains membership and donor databases.
- Responsible for all correspondence including meeting notices and materials, communications, and reports.
- Responsible for meeting reporting requirements for all contracts for funding.
- Responsible for submitting required reports to the Board of Directors including the annual report and audit.
- Chief administrative responsibility for public accountability of the Coalition, safeguarding of Coalition assets, and regular reporting to required stakeholders.
- Ensures that legal obligations of the Coalition are met.

KNOWLEDGE, SKILLS, AND ABILITIES

Education/Experience:

- Bachelor's Degree from an accredited university and at least three years of demonstrated success in administration, management, advocacy, and policy.
- Experience and in depth knowledge of association management and leadership.
- Knowledge of leadership and management principles as they relate to non-profit organizations.
- Knowledge of current community challenges and opportunities relating to the mission of the organization.
- Knowledge of local, state, and federal legislation/laws, programs, resources and public policy making process.
- Ability to develop, analyze and design effective plans to achieve planning objectives.
- Ability to plan and conduct effective meetings.
- Ability to express ideas clearly, both orally and in writing. Ability to maintain effective working relationships with people of varied social, cultural and educational backgrounds.
- Ability to work collaboratively with a wide range of people – elected officials, advocates, people experiencing homelessness, and others.
- Ability to excel in a fast-paced environment and adapt quickly to change.
- Ability to maintain strong relationships with government officials, while simultaneously holding them accountable.
- Ability to negotiate and compromise with people who have divergent views.
- Ability to travel within state to attend state meetings when required. Also must have ability to travel out of state from time to time. Must possess a valid Arizona driver's license, required insurance, own a vehicle, and maintain a good driving record.
- Technology proficient including use of social marketing and media tools, web based applications and Office suite.
- Experience with fundraising strategies and activities including grant writing and compliance, mailings, event planning, and donor recruitment and management.
- Strong research skills and an ability to make data-driven decisions.

Preferred Knowledge:

- Strong belief in the need for and value of permanently affordable housing and an understanding of the factors contributing to the housing crisis.
- A deep commitment to fair housing and expanding the inventory of affordable housing for the lowest income households.
- An understanding of institutional racism and unconscious bias and how land use and housing inequities have developed out of structural racism.

- A belief that all sectors, but especially the public sector, has a regulatory role to play in protecting renters, expanding landlord opportunities, providing housing for people experiencing homelessness, and facilitating and financing the development of affordable housing.

Salary range is \$90,000 to \$120,000 DOE.

Arizona Housing Coalition is an equal opportunity employer. We are committed to employment policies and procedures ensuring all qualified persons are accorded equal opportunity for employment, promotion, and training. We encourage applicants from all diverse groups to apply. Send resume, cover letter and references to: info@azhousingcoalition.org for consideration.