



## POSITION SPECIFICATION

### National Housing Law Project

**THE POSITION:** EXECUTIVE DIRECTOR

**REPORTS TO:** BOARD OF DIRECTORS

**LOCATION:** SAN FRANCISCO, CALIFORNIA

#### THE ORGANIZATION

National Housing Law Project (“NHLP”) is a unique national voice on housing law and policy positioned at the crossroads of housing and community development advocacy, legal services for the poor, and civil rights. Informed by a national network of community legal services and housing advocates, NHLP spotlights the concerns of low income communities and acts as the bridge between federal housing policy and the everyday realities faced by low income tenants and homeowners at the grassroots. Founded in 1968 as a support center to legal services programs, NHLP remains true to its origins as the key educator, technical assistance provider, partner in high-impact litigation and network coordinator of legal services attorneys and tenant leaders nationally. Because housing insecurity lies at the root of many front burner social issues, advocates from domestic violence, immigration, disability, civil rights and other sectors also depend on NHLP’s assistance in addressing the housing challenges of their constituencies. Policymakers rely on NHLP for legal expertise and effective strategies to preserve and expand the affordable housing inventory and to increase housing access for those in greatest need.

Over the past 47 years, NHLP’s attorneys have ascended to positions as national experts in housing law. NHLP seeks a new **Executive Director** who is a collaborative leader and accomplished bridge builder who will advance the organization’s strategic direction, foster the continued professional development of our next cohort of talent and expertise, and expand NHLP’s external networks and working partnerships. The new Executive Director’s experience as a nonprofit fundraiser who can excite others to join and support our important work is a critical, necessary asset. Established relationships with various sectors of the funding, housing, community development and special needs populations will enhance the professional’s candidacy.

For more information on **National Housing Law Project**, please see [www.nhlp.org](http://www.nhlp.org).

#### THE POSITION

A national champion of the housing rights of people and communities, National Housing Law Project is seeking a visionary leader who is passionately committed to its core values, holding that home is “where it all begins” and that housing is a basic human right.

The next **Executive Director** will be an experienced forward thinker and bridge-builder, adding new exciting chapters onto NHLP’s storied history of landmark accomplishments in housing law.



NHLP is seeking a professional where the goals of advancing housing justice and safeguarding the right to decent, affordable homes resonate with her or him, inspiring the professional to explore this momentous opportunity to lead and manage the organization in working to transform these ideals into living realities in our time.

## **AREAS OF RESPONSIBILITIES**

### ***Strategy & Leadership***

- Work with the Board of Directors to set the strategy and vision for the organization, execute on the vision, and align stakeholders in support of the strategic vision. This may also include leading a strategic planning process.
- Establish effective working relationship with the Board to ensure good governance and transparency. Coordinate Board fundraising and other Board functions in support of the organization.
- Position NHLP as the leading organization in housing justice representing the voices of tenants' rights. Identify tangential sectors and spaces for NHLP to be represented and build partnerships aligned with its growth strategy.
- Manage a generational shift by facilitating transference of institutional knowledge, strong morale and clarity on direction.
- Foster a culture of collaboration, respect, transparency and professional excellence while nurturing and supporting all members of the team.

### ***Fundraising and External Relations***

*All fundraising activities are carried out with the support of the Deputy Director of Administration.*

- Identify, pursue, and maintain strong relations with funders, which include foundations, the California State Bar, corporations, individual donors and government agencies.
- Establish and manage resource development plan including multi-year giving opportunities for donors.
- Cultivate new funding sources as well as robust, diverse and significant revenue streams. Identify alternate funding sources and establish a business model for the organization's leading publication, HUD Housing Programs: Tenants Rights ("Green Book"), and other resources.

### ***Organizational Management and Operations***

- Overall management and oversight of NHLP's small staff of 13-15 as well as outside consultants. In collaboration with the Deputy Director, maintain the organization's personnel policies, hiring and firing of staff and consultants, developing and modifying job descriptions, establishing salary levels and benefits packages, developing individual performance goals.
- With the Deputy Director, oversight of work plans, monitoring and evaluating staff performance and progress on organizational initiatives.
- Review and monitor annual budgets, income and expenses and cash flow, manage corporate bank accounts and investments, assist in coordination of the annual audit and tax returns, property tax exemptions and the corporation's tax exempt status. All fiscal management activities are conducted in collaboration with the Deputy Director for Administration and with the support of an outside financial consultant.
- With assistance of the Deputy Director for Administration, review and monitor grants and contracts to ensure the timely completion of obligations including submission of written and financial reports.
- Support the Deputy Director for Administration in managing the organization's space, purchasing and



maintaining equipment, securing and maintaining employee and corporate insurance, supervising the maintenance of the organization's website, and overseeing of the production of various NHLP publications.

### **Program Development / Marketing**

*All programmatic activities are carried out with the support of the Deputy Director.*

- Promote NHLP's presence in community development, housing and other allied sectors, fostering new working partnerships, networking with and maintaining communications with the public, media, and other allied housing organizations.
- Explore litigation opportunities that advance housing rights and preserve and expand affordable housing opportunities.
- Strengthen brand, messaging and visibility of NHLP.
- Develop a social media platform and bring innovative, technological practices to NHLP marketing efforts and product offerings.

### **CANDIDATE QUALIFICATIONS/EXPERIENCE**

**Experience:** A proven track record of successful nonprofit management with a minimum of **ten years** experience including time in an executive role or a role with significant fundraising responsibilities.

- Experience working in the area of **housing justice**; a demonstrated commitment to the mission of NHLP and the challenges faced by low-income tenants;
- Experience with or aptitude for **collaborating with a high-level Board**, providing strategic vision, and implementing plans to achieve vision;
- Track record of **success in fundraising nationally**, including establishing and implementing a resource development plan;
- Experience cultivating a **diverse range of relationships** from Board members, funders, and individual donors.
- Demonstrated keen understanding of **nonprofit management and governance** with proven experience leading and managing an organization, including effectively developing and managing budgets of similar and larger sizes; and
- **Staff management** experience, including hiring, supervising, and fostering a culture of collaboration and empowerment with highly proficient and talented staff, along with a commitment to building a diverse team in staff and Board.

**Education:** **A Bachelor's degree and J.D. or equivalent required.** An advanced degree in a field such as business, public policy or nonprofit management is considered a plus.



## COMPETENCIES/ATTRIBUTES

Successful National Housing Law Project team members share the following characteristics:

- Expertise in housing law
- Passion and commitment to advocacy and social justice
- Desire to mentor the next generation of advocates to be leaders in the field nationally
- Collaborative and solution oriented
- Invested contributors

The successful Executive Director professional will have or be:

- **Passion for and commitment to housing law and social justice;**
- Able to **operationalize the strategic vision** of the organization with clear goals, outcomes and metrics;
- Able to be a **spokesperson and public face** of the organization;
- Able to **sell a vision** and to solicit support for its implementation;
- Possess an **enthusiasm for fundraising** and ability to be a **fundraising advocate;**
- Strong **organizational and planning skills** and the ability to **think strategically;**
- Able to **lead, inspire and motivate** staff;
- **Excellent communication skills** as a public speaker and writer that exhibit transparency, openness and integrity;
- Keen understanding of **technology and how to leverage it** for increased efficiency and effectiveness in organizational processes;
- A **collaborative, approachable and accessible** management style with the ability to be **decisive;**
- **Operational budgeting** expertise;
- Ability to **set and manage priorities** without rigidity;
- **Political astuteness** and ability to navigate the local, regional and national political structure;
- **Honest, transparent** and **ethical** professional behavior; and
- A **sense of humor** and a **containable ego.**

## COMPENSATION

A competitive compensation package, including comprehensive benefits, will be offered.

For additional information on this opportunity, please contact:

### Sally Carlson

Managing Partner

415.433.2299 direct

415.203.5259 mobile

[sally@carlsonbeck.com](mailto:sally@carlsonbeck.com)

### Heidi Holzhauer

Partner

707.963.1250 direct

415.298.6659 mobile

[heidi@carlsonbeck.com](mailto:heidi@carlsonbeck.com)

*National Housing Law Project is an equal opportunity employer who strives to reflect the diverse community it serves. Candidates who contribute to this diversity are strongly encouraged to apply. Reasonable accommodation is available for qualified individuals with disabilities, upon request.*