

Homeownership Center of Tacoma  
Job Announcement – Executive Director  
October 2018

### HCT Executive Director Job Summary

The Homeownership Center of Tacoma, a small nonprofit established 25 years ago to remediate crime and blight in the Hilltop neighborhood through subsidized home ownership, has built and sold over 200 homes to low-mid income residents throughout Hilltop, East and South side of Tacoma, and we are now expanding into Lakewood and Pierce County, WA.

Our ED is retiring and we are seeking an inspiring Executive Director to lead our organization into the next cycle of growth and impact; by providing affordable home build and buy opportunities for low-to-middle income families ready to become homebuyers and build wealth and security.

The successful candidate will be responsible for overseeing all aspects of our organization, ensuring that we are operating efficiently and effectively to meet business and community goals. In this role, you will be the face of the HCT of Tacoma, working closely with the Board of Directors, an established staff of three experts, government officials, realtors, builders, and the public. You will ensure that staff members are aligned with the company's mission and vision and that we are working together to successfully achieve strategic objectives.

We are in search of an Executive Director who is aligned with our culture of wanting to provide more home buying and home ownership (all types of home equity arrangements) opportunities for the working poor and able to articulate a vision that builds upon past successes and can envision a future of even more asset/wealth building homeownership models that reflect a changing and challenging future in the affordable homeownership realm.

### Executive Director Responsibilities

Develop and implement long term and strategic plans that meet the vision, business goals, and objectives created in partnership with the Board of Directors

Manage a team of experts to carry out critical finance, land purchase, construction management, home buyer client financial education services, and loan readiness and completion under complex city, state, and federal regulations

Ensure commitment to and compliance with all applicable laws and regulations across the organization

Create a culture of innovation throughout the organization and raise the public profile of the organization

Develop positive relationships with key stakeholders, including private funders and government agencies and innovators in affordable homeownership models

Proactively address challenges in the internal and external environment to protect the model that works and to create opportunities to develop additional financing, build, ownership models that can work in changing times

## Executive Director Skills & Qualifications

Bachelor's degree in business or public administration, accounting, urban planning, organizational development, or related field (Master's preferred)

Experience in a senior leadership role with strong personnel management skills

Demonstrated ability to develop and implement successful strategic plans

History of or passion for innovation, creativity, and planning for change

Deep understanding of budgeting, financial management, and finance-related performance metrics

Familiarity with single and multifamily home and building construction, land use planning, external housing market forces including real estate and related real estate financing

Strong verbal and written communication and presentation skills

Strong ability to advocate and work well within public policy settings, ability to build positive relationships with other nonprofits and funders

Commitment to serve low-middle income populations in historically black and poor neighborhoods

Grant writing and grant accounting management skills

## Salary Range and Anticipated Start Date

Salary for this position is between \$90,000 - \$105,000 based on qualifications. Cross training for one month with the current Executive Director is slated to begin February 2019.

*October 12, 2018*