

THE COMMUNITY HOUSING FUND

3700 SW Murray Blvd., #2200
Beaverton, OR 97005



Position Description

Position Title: Executive Director
Reports to: Board of Directors
Status: Full-time, Exempt
Compensation: Hiring Range \$100-125k

Mission

The Community Housing Fund (CHF) secures new sources of loan capital to seed more equitable housing outcomes in Washington County. CHF helps partners create the variety of housing types, tenures, and affordability levels required to serve one of the state's most diverse counties.

Position Summary

Using the organization's equity lens, the Executive Director (ED) fulfills its mission and inspires stakeholders to contribute to the development of equitable and affordable homes. CHF is a Community Development Financial Institution (CDFI) committed to using its roles as educator, advocate, and lender to remove barriers and drive change toward greater housing equity in Washington County. The ED oversees all aspects of agency management and provides direct supervision of CHF staff. Lending is the primary function of CHF, and the ED is responsible for making sound lending decisions and seeking new opportunities to support the community.

Ideal Candidate Profile

To perform effectively in this position, the Executive Director must demonstrate a commitment to the mission and these core competencies:

Nonprofit Leadership: Experience in leading teams and the technical aspects of managing a nonprofit organization.

Commitment to Equity: Commitment to social justice and application of an equity lens to daily work.

Advocacy: Serves as a leader in advocating for more affordable homes in our community.

Financial Management: Strong financial acumen, with a track record of successfully planning, budgeting, and forecasting for nonprofit organizations.

Affordable Housing: Experience working in affordable housing development and finance.

Communication: Communicates effectively with multiple audiences using a variety of formats.

Industry Knowledge: Commitment to understanding the issues, barriers, and systems impacting housing, with an understanding of evolving trends in the region.

Essential Duties and Responsibilities

Leadership

- Builds a robust lending pipeline through strong partnerships in the affordable housing community
- Demonstrates a deep commitment to antiracism and leads with an equity lens. Fosters equity and inclusion in lending, advocacy, and workplace culture.
- Collaborates with the board to create long-term strategic planning and tactics to deploy funds.
- Actively seeks out community stakeholder input to guide and inform strategic lending decisions.
- Works with the board to recruit and maintain an active and committed Board of Directors. Supports the board and participates in board meetings and committees.
- Keeps board and key stakeholders apprised of current policies, legislation, and industry developments that impact equitable housing outcomes in Washington County.

Lending/Technical Assistance

- Oversees staff primarily responsible for lending (including underwriting, origination, servicing, reporting, and portfolio management).
- Provides technical support to borrowers and stakeholders in developing equitable and affordable housing finance principles and strategies.
- Analyzes project and portfolio lending risk and makes recommendations to the board loan committee.

Advocacy and Outreach

- Serves as chief spokesperson; participates in public events and groups that amplify CHF's vision and values.
- Maintains and develops a broad set of relationships (for-profit, nonprofit and public sector) that lead to increased awareness of and support for CHF and its stakeholders
- Participates in a wide range of advocacy efforts, including serving on committees and taskforces related to affordable housing

Fundraising

- Oversees development and implementation of annual and long-term capital and fundraising plans
- Maintains active communications with funders and partners.

Administrative/Executive

- Oversees the organization's financial health, including developing long and short-range financial plans, creating and monitoring the budget, and ensuring proper financial controls are in place.
- Oversees day-to-day operations.
- Produces sustainable budgets and timely financial statements.
- Processes banking and accounting activity. Hires and works with the auditor to produce timely annual audits and tax returns.
- Negotiates contracts following equitable procurement policies.
- Monitors CHF compliance with all applicable federal, state, and local rules and regulations, including CDFI requirements.
- Regularly evaluates and revises CHF's policies (e.g., Lending, Fiscal, Employment).
- Fulfill other duties as assigned by the Board of Directors.

Skills and Experience

Education, Experience, and Knowledge

- Bachelor's degree preferred or at least seven years of related experience
- Minimum of five years of relevant leadership experience, preferably in the nonprofit housing and community development sector
- Experience working effectively with local governments and agencies
- Fiscal management, including developing/managing budgets and analyzing financial statements. Experience using QuickBooks preferred
- Working knowledge of loan underwriting, servicing, and portfolio management
- Ability to analyze financial statements (nonprofit organizations, affordable housing proformas)
- Affordable housing finance and development experience
- Advanced Excel experience preferred
- Understanding of nonprofit organizational structure, policies, and procedures.
- General understanding of employment laws, rules, and regulations.
- Strong written communication and public speaking skills, including social media
- Experience collaborating with nonprofit boards
- Strong interpersonal skills and proven ability to work effectively with many different constituencies.
- Grant writing and reporting preferred
- Advocacy and policy development preferred

Other Requirements

- Must have access to reliable transportation allowing for travel throughout Washington County and the region, including surrounding Counties

Work Environment

- Setting: Hybrid work environment with flexibility to work between office and home
- Schedule: Occasional early morning, weekend, or evening meetings or work
- Travel: Regular local travel (once or twice weekly), occasional travel to conferences out of state.

How to Apply

Nonprofit Professionals Now is proud to support the Community Housing Fund in filling this key leadership position. Applications must include a resume and a statement of interest highlighting your experience.

Application deadline: Open until filled

Apply at: <https://npprofessionals.hiringthing.com/job/472796/executive-director-the-community-housing-fund>