



**TITLE:** Organizational Director  
**REPORTS TO:** Board of Directors  
**STATUS:** 100% FTE (40 hours/week)

The Organizational Director works collaboratively with all team members and community partners to build and maintain a strong, well-functioning, community-based organization.

## **JOB DESCRIPTION:**

SFCLT seeks an Organizational Director to build and maintain this community-based organization. The Director is hired by and reports to the Board of Directors. Working closely with the Board, the Director is responsible for the overall management of the organization including fundraising, board support, financial management, and public relations. The ideal candidate will have experience working with people from diverse socio-economic and cultural backgrounds, will be passionate about the organization's mission, and experienced in housing and/or community development.

This position requires someone who is able to self-manage, is highly self-organized and is willing to participate in the staff collaborative decision-making process. The position involves multiple roles: an outward community facing leadership, internally the roles are coordination and facilitating the harnessing the rich experience and skills of existing staff. All management practices will model and promote SFCLT's community-driven, collaborative and inclusive values.

## **Job Responsibilities:**

### **Fundraising**

- Work with the Fundraising Committee and Fundraising Staff Team, to coordinate all fundraising activities including identifying and cultivating funding sources, prepare and submit funding proposals, and engage in appropriate follow up activities.
- Create and manage all external communication materials and website content related to fundraising.
- Ensure timely compliance reporting to funders.

### **Financial Management**

- Work with the Board Treasurer, Bookkeeper and Finance staff team to monitor financial and accounting systems to ensure compliance with all regulations pertaining to nonprofit 501(c)(3) housing organizations, and to produce timely annual and quarterly reports for lenders that positively and accurately reflects the organization's finances.
- With the Board Treasurer, Bookkeeper and Finance staff team, develop and manage annual operating budget, disburse funds according to contract/grant requirements and Generally Accepted Accounting Principles for nonprofits, and administer payroll and payment of bills.
- Work to achieve the long-term financial sustainability of the organization

- Oversee contracted CPA and bookkeeper in producing annual audit and tax returns and work with Asset Management team to ensure audit is approved for the MOHCD annual monitoring

### Organizational Management & Relationship Building:

- Cultivate working relationships with the Executive Committee of the Board, Board members, partner agencies, funders, lenders, government and philanthropic leaders.
- Arrange for and participate in professional development activities for Board, staff, members, and residents.
- Coordinate a regular strategic planning process, and support the Board in implementing that plan.
- Attend monthly Board meetings and present monthly progress reports.
- Keep the Board fully informed in a timely manner of the organization's progress, and any issues or concerns that could affect its short or long-term objectives and its ability to fulfill its mission.
- Co-manage general office systems with other staff.

### Policy Development

- Work with Policy Committee and the Board to develop and promote relevant policy affecting SFCLT
- Participate in CCHO, California CLT network and other organizations to ensure policy developments at local and state level reflects SFCLT interests
- Coordinate policy development work by the staff team.

### Public Relations

- Build and maintain relationships with city officials, developers, funders, and community groups.
- Represent SFCLT to the media and other members of the public and private sectors.
- Attend community meetings and events to represent SFCLT as necessary.

### Human Relations

- Provide and ensure sound supervision and management of personnel, including staff, consultants and vendors,
- Ensure personnel policies are kept up-to-date, clear job descriptions,
- Lead the recruitment and selection of candidates,
- Conduct performance evaluations for all staff and consultants, and
- Arrange for and participate in professional development activities for staff.

### Participate in Staff Team Process

- Weekly Check-in
- Acquisition Task Force/New Project Development
- Project Stewardship

### Preferred Qualifications/Skills/Experience:

- 5 years of experience with affordable housing or community development.
- 2 years experience with nonprofit financial management (e.g., creating and managing budgets, ability to analyze financial statements, and grant management).
- 2 years experience in a leadership role with a community-based effort that involved people of diverse socio-economic and cultural backgrounds.
- Demonstrated success with fundraising and grant writing among private foundations and public agencies.
- Leadership skills, including good public speaking and board management skills
- Excellent written and oral communication skills
- Demonstrated ability to strategically plan and arrange resources to accomplish short- and long-term objectives
- Results-driven and team-oriented work style.
- Master's Degree in Planning or Community Development or equivalent.
- Personal knowledge of SFCLT; local candidates given preference.

### While not required, skills or experience in any of the following areas/activities are desirable:

- Managing a nonprofit housing, community development, or other organization, or a major program of such an organization
- Basic real estate finance or development
- Working with low- and moderate-income households
- Public relations, marketing or preparing publications

This position is full-time (40 hours per week); salary range depending on qualifications and experience. Benefit package is competitive.

*As an equal opportunity employer SFCLT is committed to hiring a diverse work force and all qualified applicants are encouraged to apply.*

San Francisco Community Land Trust

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