



Job Title:	Executive Director	Job Category:	Exempt
Location:	Louisville, KY	Travel Required:	Minimal
Level/Salary Range:	\$65,000-\$75,000	Position Type:	Full-Time
HR Contact:	Adam Hall	Date Posted:	
Will Train Applicant(s):		Posting Expires:	
External Posting URL:			
Internal Posting URL:	N/A		

Applications Accepted By:

EMAIL:

EMAIL

Subject Line: MHC Executive Director Application

Job Description

The Executive Director is responsible for day-to-day management and leadership of the Louisville metropolitan region’s premiere housing advocacy organization. Metropolitan Housing Coalition is a 501(c)3 comprised of over 300 member organizations. MHC promotes the expansion of affordable, fair and accessible housing opportunities Across the community, especially for disadvantaged populations including low- and moderate-income households, communities of color, single female-headed households, LGBTQ persons, older adults, and people with disabilities . Key responsibilities include advocacy, administration of MHC’s scope of work and budget, and fundraising activities. The Executive Director reports directly to the MHC Board of Directors.

ROLE AND RESPONSIBILITIES

Effectively and impactfully communicate local/regional affordable and fair housing needs to the public, elected and appointment government officials, and partners in the affordable housing sector.

- Boldly and fearlessly build a case for affordable housing resources in a clear and understandable fashion.
- Build partnerships in advocacy with local government, the Louisville Metro Housing Authority, affordable housing developers, other advocacy organizations, financial institutions, and social service providers.
- Proactively scout for and respond to issues and trends affecting fair and affordable housing.

Oversee and implement board-developed strategic plan priorities.

Communicate the organization’s progress in executing its strategic plan, budget, operations, and policies to:

- Board of Directors/Executive Committee
- General membership
- Public at large and key constituent groups

Serve as MHC’s primary spokesperson:

- Media interviews
- Public hearing testimony
- Legislative hearing presentations

Direct production of the annual *State of Metropolitan Housing Report* and other research-based policy documents. Recommend public policy that reflects research findings supported by data.

Direct fundraising activities for the organization and work with the Development Director to execute the organization's development plan.

Hire, supervise, and evaluate staff and contract service providers (e.g. auditor, researchers, consultants).

- Knowledge of federal, state and local housing policies including fair housing laws, land use regulations, and other policies germane to housing and housing finance.
- Experience in advocacy with a demonstrated ability to promote a consistent message and establish rapport with key leaders.
- Experience and demonstrated ability to manage and develop staff, including contractors.
- Experience and demonstrated ability to foster a wide and varied set of organizational relationships including with the Board of Directors and board committees, Louisville Metro Council, elected and appointed state officials, Administrative Offices of the Court, housing authorities, mayors, and community groups.
- Demonstrated strength in communicating effectively, both in writing and orally.
- Bachelor's degree or equivalent professional certifications plus five (5) years' experience in administration/management of nonprofit organizations.

PREFERRED EXPERIENCE AND SKILLS

- Established relationships in the Louisville metropolitan region, and a working knowledge of its housing market and affordable issues.
- A relevant graduate degree.
- Competencies in the following areas:
 - Advocacy: Formulate and publicly articulate a message.
 - Intellectual curiosity: Ask probing questions to identify foundational ideas.
 - Emotional intelligence: Demonstrate self-awareness, self-regulation, and empathy.
 - Fundraising: Formulate goals and a program to achieve them.
 - Social justice: Actively shape public discussion and act on critical issues including community organizing.
 - Diplomacy: Balance multiple commitments as is typical of coalition leaders.
 - Nurturing outlook: Actively develop and facilitate mission-driven organizational relationships.

ADDITIONAL NOTES

Metropolitan Housing Coalition provides equal employment opportunities to all employees and applicants for employment, and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Metropolitan Housing Coalition values inclusion and diversity, and knows that access to fair, safe housing in communities of choice is essential to a vital and healthy community. As a reflection of that commitment, we seek a diverse applicant pool for this position.