



## **Job Announcement**

***Job Title: Executive Director***

***Reports to: Board of Directors***

### ***About Us:***

Established in 1973, Austin Tenants Council (ATC) is a community-based nonprofit founded to protect tenants' rights and educate the community on a key civil right – fair housing. Operating under the philosophy that everyone has a right to safe, decent, fair, and affordable housing, ATC fulfills thousands of requests each year for help with rental housing problems. By providing tenant-landlord education and information; helping enforce fair housing rights, and facilitating housing repair and rehabilitation for low-income renters ATC programs work to advance housing justice in Central Texas and promote housing opportunity for all, especially for people of color and people with disabilities.

### ***Position Summary:***

The Executive Director provides vision and leadership to guide daily management of the organization and is responsible for strategic planning, maintaining strong working relationships with staff, key community leaders, funders and investors, and developing strategic relationships to foster complementary services and supports. We are searching for a person who centers racial and ethnic equity and social justice in their personal or professional work and can integrate those ideals into all facets of operations at ATC to give voice to the mission of the organization. ATC fulfills its mission through administration of programs that primarily serve low-income renters. Our main programs include:

- Tenant-Landlord
  - Maintain a hotline for renters to understand their rights
  - Counseling for renters to mitigate issues with landlords
  - Mediation assistance for renters with repair needs
- Fair Housing
  - Conduct housing discrimination investigations
  - Provide advice about remedies under fair housing laws
  - Coordinate legal services for victims of housing discrimination

### ***Essential Job Functions:***

#### **Leadership**

- Strategically plans ATC's program initiatives, while maintaining oversight of the details necessary to provide the structure for their successful implementation and advancement of the mission.
- Motivates a diverse and experienced staff and leads by example. Supervises

program managers with a focus on growing leadership and management competency throughout the organization.

- Represents ATC in collective bargaining negotiations.
- Provides direction and support to the Board of Directors.
- Maintains communication, oversight and consistency among Board activities, and the programs, staff, and clients of the agency.
- Works with the Board to develop strategic direction, planning, and policy development to the organization.
- Provides information and technical support on housing and housing rights issues, with funding entities and state and local policymakers.

#### Budget and Financial Management

- Guides the annual budget process in collaboration with the Board, ensuring alignment with strategic plan priorities and the efficient use of resources.
- Oversees implementation of the annual operating budget and monitors to ensure that all operational initiatives are within budgetary limits and in compliance with funding requirements.
- Oversees the annual audit of financial records, in coordination with the Board, and directs the implementation of audit recommendations in coordination with financial staff.

#### Program Oversight

- Develops and proposes new programs and services in line with the goals and mission of the organization in response to community needs.
- Monitors performance to ensure that program outcomes align with identified goals and community needs.
- Monitors reporting of grant activities to ensure agency compliance with grantor and contract guidelines for fiscal and programmatic accountability.

#### Human Resources

- Identifies best practices in human resources management and facilitates the continual improvement of internal systems with an eye toward future needs and available resources.
- Responsible for negotiating and adhering to union agreement.
- Ensures compliance with all agency, state and federal employment policies and regulations.
- Oversees the recruitment, hiring and training of staff, and provides final authority for hiring decisions.
- Conducts annual performance evaluations for all personnel supervised and guides staff to meet performance standards.
- Reviews organization's human resources and personnel policies at least annually and makes recommendations to the Board for additional or revised policies as needed.

### Funds Development

- With the Board, sets annual revenue targets for funding from public grants and contracts, private philanthropy (major donors, corporations), special events, foundations, and/or earned income.
- Monitors progress of strategic plan development goals and reports on progress to the Board.
- Forges relationships with a broad spectrum of funding sources including corporations, public and private grant funders and individual contributors.
- Encourages and demonstrates an entrepreneurial mindset with regard to earned income opportunities, including fee for service programs, strategic corporate alliances and social innovation funding opportunities.

### Marketing and Community Relations

- Is responsible for promoting a positive ATC image in the communities served, the media, community leaders and potential funding sources.
- Reviews and approves external marketing collateral including social media and website.
- Maintains appropriate relations with other professional and social service groups in the community and serves on appropriate community committees.

### Other duties as assigned.

#### ***Requirements:***

- Demonstrated leadership and management experience in affordable housing, fair housing, tenant advocacy, civil rights, social justice and/or other related field.
- Experience administering programs that provide direct service as well as education and advocacy, via a suite of client- and community-facing programs is preferred.
- Demonstrated ability to provide proactive, creative leadership in a regulatory environment.
- Experience working with public officials, boards, funding agencies.
- Awareness of one's own cultural identity, an understanding of difference, and the ability to learn from employees, clients, colleagues about how to support and promote racial and social justice.
- Knowledge of and experience with state, federal and private foundation grant requirements.
- Proven experience in leadership, human resources management, fiscal management, and public relations.
- Proven ability to formulate short and long-range plans.
- Excellent written and oral communications skills; strong organizational and computer skills.

***Salary:***

\$80,000 to \$90,000 annually plus benefits.

***To Apply:***

Please send cover letter and resume to Carol Biedrzycki, ATC Board Hiring Committee Chair, at [atced2020@gmail.com](mailto:atced2020@gmail.com) by July 2, 2020. **No phone inquiries, please.**

The Austin Tenants Council is committed to hiring a diverse staff with wide range of lived experiences. As such, we are an equal opportunity employer. We will not discriminate against an applicant for employment on the basis of race, religion, sex, national origin, ethnicity, age, physical disability, political affiliation, sexual orientation, sexual identity, gender expression, color, marital status, veteran status, or medical condition, in hiring, promotions, demotions, training, benefits, layoffs, terminations, recommendations, rates of pay or any other forms of compensation. Opportunity is provided to all current and prospective employees on the basis of qualifications and job requirements.