



Project Sentinel

Executive Director Position Description

Project Sentinel is a non-profit organization established in 1971 by a group of leaders from the corporate, educational and labor communities, as well as community fair housing advocates. The Agency provides comprehensive fair housing, rental dispute resolution and homeownership counseling and education services. It is a HUD certified Housing Counseling Agency and is ranked by HUD as a high-performing fair housing enforcement agency. Its mission is to develop and promote fairness and equality of opportunity in all areas of housing for all persons. The agency currently makes its services available to 3.8 million people from seven offices: Santa Clara, Redwood City, Gilroy, Fremont, Milpitas, Modesto and Sacramento.

With a budget of \$3.8 million, Project Sentinel has a staff of close to 50 full time and part time personnel plus a pool of volunteer mediators and fair housing testers. It contracts with the Federal government as well as 30 different county and city governments to provide housing services. In addition, Project Sentinel also provides support services for the Rent Control Programs for the Cities of Mountain View, Hayward and Los Gatos as well as Alternative Dispute Resolution services for the Superior Courts of Stanislaus and Santa Clara counties.

We are currently seeking a candidate to fill the position of Executive Director. The Executive Director is the key management leader of Project Sentinel, responsible for overseeing the administration, programs and strategic plan of the organization. Other key duties include fundraising, fiscal management and community outreach. The position reports directly to the Board of Directors, currently comprised of 8 members. Board members come from finance, real estate, business, political activism and state and local government backgrounds.

GENERAL RESPONSIBILITIES

1) **Board Governance:** Works with the Board in order to fulfill the Agency's mission and help shape its future vision

- Responsible for leading the Agency in a manner that supports and guides the organization's mission as defined by the Board of Directors.
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.

2) **Financial Performance and Viability:** Maintains and develops resources sufficient to ensure the financial health of the organization and future viability.

- Responsible for renewing existing sources of funds and developing other revenues necessary to support Project Sentinel's mission.
- Responsible for the fiscal integrity of the Agency, to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
- Acts as primary liaison for annual Financial Audit.
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position
- Responsible for maintaining and developing relationships with community groups, stakeholders and funding agencies

3) **Organization Mission and Strategy:** Works with Board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.

- Responsible for implementation of Project Sentinel's programs that carry out the organization's mission.
- Responsible for strategic planning to ensure that the Agency responds to community trends and can successfully fulfill its Mission into the future.
- Responsible for the enhancement of the Agency's image by being active and highly visible in the community and by working closely with other professional, civic and private organizations.

4) **Organization Operations:** Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.

- Responsible for the hiring and retention of competent, qualified staff.
- Responsible for the effective administration of the Agency's operations.
- Responsible for signing all contracts, agreements, and other instruments made and entered into and on behalf of the organization.

ACTUAL JOB RESPONSIBILITIES

1. Report to and work closely with the Board of Directors to seek their involvement in policy decisions, their approval of litigation matters and to increase the overall visibility of the organization.
2. Supervise, collaborate with organization staff.
3. Strategic planning and implementation.
4. Planning and operation of annual budget.
5. Serve as Project Sentinel's primary spokesperson. Represent the Agency, its programs and point of view to outside entities, funding sources, organizations and the general public.
6. Establish and maintain relationships with various local and national organizations and utilize those relationships to strategically enhance Project Sentinel's Mission.
7. Engage in fundraising and developing other revenues.
8. Oversee Internet presence, outreach and education and other communications efforts.
9. Oversee Board of Directors and departmental meetings.

10. Establishing employment and administrative policies and procedures for all functions and for the day-to-day operation of the nonprofit.
11. Review and approve contracts for services.
12. Other duties as assigned by the Board of Directors.

PROFESSIONAL QUALIFICATIONS NEEDED

- A bachelor's degree. (Law or advanced degree is highly desirable)
- Transparent and high integrity leadership.
- Excellent communication skills with a proven track record of community involvement
- Five or more years senior nonprofit management experience. Preferably in a related field or fields such as housing, public/intergovernmental affairs, law, consumer protection, real estate/property management, etc.
- Experience and skill in working with a Board of Directors.
- High level strategic thinking and planning. Ability to envision and convey the organization's strategic future to the staff, Board, volunteers and donors.
- Ability to effectively communicate the organization's mission to funding sources, donors, volunteers and the overall community.
- Demonstrated ability to oversee and collaborate with staff.
- A history of successfully generating new revenue streams and improving financial results.
- Active fundraising experience. Excellent donor relations skills and understanding of the funding community.
- Previous success in establishing relationships with individuals and organizations of influence including funders, partner agencies and volunteers. (Experience with Federal, State, and local governmental funding is highly desirable)
- Solid organizational abilities, including planning, delegating, program development and task facilitation.
- Strong financial management skills, including budget preparation, analysis, decision making and reporting.
- Strong written and oral communication skills.
- Strong public speaking ability.
- Strong work ethic with a high degree of energy.
- Self-confidence but also a very high level of empathy for others

Annual Salary: \$150,000 to \$160,000; depending upon qualifications.

Benefits Include: Group Health Plan, vacation, eleven regular holidays, Agency wide holiday break.

To Apply: If interested, request an application form from: admin@housing.org . Completion of the application form is required. Resumes and/or application letters will be accepted as supplements to the application form.

Deadline to submit applications: Oct 7, 2021.