



**Columbia
Housing
Center**

Position Announcement: Executive Director

About the Organization

The Columbia Housing Center (CHC) is a 501(c)(3) non-profit organization whose mission is to champion and sustain thriving, racially integrated communities in and around Columbia, Maryland. To achieve its mission, CHC has established a rental referral service that advances multiracial residential integration via assistance to housing seekers and housing providers in Columbia. CHC also actively participates in community efforts that support its mission.

About the Position

CHC is currently seeking an executive director to lead our dynamic and critical organization. The position will report to the Board of Directors. The executive director will have a central role in representing and shaping the organization during an exciting period of growth. The position is currently a remote position, with frequent in-person meetings with stakeholders and partners in the community.

Successful candidates for this position must demonstrate the following qualities.

- Knowledge of Columbia's character and its history of fostering multiracial residential integration and inclusion
- Prior experience leading the growth of programs or organizations
- Comfort working in multiracial/multicultural groups and environments
- Commitment to the principles of CHC's mission

Candidates should demonstrate prior experienced or emerging leadership to perform the following essential functions of the position.

Board Relations and Development

- Attend Board of Directors general and committee meetings
- Support the Chairperson in recruiting and training new Board members and leaders
- Collaborate with the Board to lead the strategic direction of the organization

Community Engagement

- Build and sustain relationships with key stakeholders, including local leaders, partners, and property owners
- Manage database of contacts, supporters, and clients
- Develop and implementing marketing plans
- Serve as a trusted and informed stakeholder in the community

General Operations

- Oversee staff and lead hiring efforts to effectively manage the Housing Center's operations
- Administer general operations, including accounting, outreach, and social media

Fundraising and Budgeting

- Cultivate relationships with key funders and donors
- Lead fundraising efforts, including campaigns or events to solicit donations as well as grant writing and management
- Create and monitor annual budget, in partnership with Board Finance Committee

The position is full-time with generous benefits, including a 401(k) plan and health insurance. The salary range begins at \$80,000.

The Columbia Housing Center is an equal opportunity employer. Women and persons of color are especially encouraged to apply.

For more information about the Columbia Housing Center, visit columbiahousingcenter.org.

To Apply

Please send a resume and cover letter to: rob@columbiahousingcenter.org. Cover letters should refer to the outline provided in this announcement, explain the candidate's interest in the position, and demonstrate the candidate's experience and/or professional readiness for this position. Please limit cover letters to no more than three pages.

The deadline to receive applications is March 31, 2023.

For more information about the Columbia Housing Center, visit our website: www.columbiahousingcenter.org.