Position Description
Executive Director, HouseATL

Organization: HouseATL
FLSA Status: Exempt
Job Status: Full-time

Organization & Position Purpose:

HouseATL is a cross-sector group of civic leaders committed to building the political and community will for a comprehensive and coordinated housing affordability action plan in the City of Atlanta. Currently, HouseATL is an open taskforce – initiated through the convening power and resources of ULI Atlanta, The Arthur M. Blank Family Foundation, Central Atlanta Progress, Center for Civic Innovation, and Metro Atlanta Chamber of Commerce. These partners engaged more than 200 civic leaders in working toward actionable recommendations beginning in January 2018. Through this process, House ATL defined the problems, identified the barriers to success, took a data-driven approach, and engaged in thoughtful problem-solving so that civic and business leadership in the City of Atlanta would have a shared, comprehensive set of policies and adequate funding to address housing affordability.

This action plan was completed in September 2018. Then, over the subsequent 18 months, HouseATL focused on implementing this strategic roadmap and stood up multiple working groups to help bring the action plan to life. Unfortunately, like many initiatives over the last year, HouseATL had to pivot during the pandemic to be responsive to the moment.

Now, as we move (hopefully towards recovery), HouseATL’s Executive Committee is committed to moving forward in a post-pandemic world and has formalized its structure and become a fiscally sponsored initiative of the Community Foundation for Greater Atlanta in order to be able to realize its housing affordability vision for the Atlanta metro region.

Essential Functions of the Position:

Develop Strategic Partnerships & Lead Collaborative Efforts
- Be a thought leader regarding the provision of affordable housing;
- Facilitate system-wide planning, coordination and implementation of evidence-based practices to best provide and preserve housing affordability;
- Create and maintain collaborative relationships with the City of Atlanta, Georgia Department of Community Affairs, nonprofit and for-profit housing providers, and other Federal, State and County governmental agencies;
- Coordinate with regional housing efforts (ARC, Atlanta Fed, Georgia Power, Regional Housing Forum);
• Develop and engage the business community around the importance of affordable housing to economic development and competitiveness and the role businesses should play in addressing this issue;
• Design and conduct regular stakeholder meetings that engage, educate and motivate a broad spectrum of community partners toward best practices to addressing housing affordability.

**Effectively Advocate & Communicate**
• Manage Community Engagement/Education and Policy Working Groups to accomplish their respective mandates around policy change and strategic communications;
• Serve as HouseATL’s primary spokesperson across multiple audiences to advocate for its mission;
• Perform, on a regular basis, the following communication activities:
  o Draft and disseminate HouseATL newsletter (typically bimonthly);
  o Maintain distribution list;
  o Perform regular website updates and general maintenance;
  o Support case-making communications to funders; and
  o Press and media tracking as it pertains to relevant affordable housing news that directly or indirectly sites HouseATL’s platform, or development, land-use, and regulatory news that would be of great interests to HouseATL’s constituency.

**Support HouseATL Working Groups**
• Coordinate across HouseATL committees and taskforce partners, including consensus building;
• Attend policy, prioritizing communities and funders collective meetings to provide updates and connections across bodies of work;
• Lead for HouseATL on capital campaigns working closely with the GoATL and Atlanta Affordable Housing Fund;
• Support strategic planning and evolution of the HouseATL funder Collective;
• Convene regular check-ins with Executive Committee leadership and other partners;
• Coordinate with other geographies (Savannah, Gwinnett, Sandy Springs, others);
• Provide advice to policy makers on priorities;
• Elevate timely issues for committee consideration;
• Vet opportunities for advocacy with committee leads (GA Act, Enterprise, Center for Community Progress as well as other requests);
• Review, edit, disseminate policy letters;
• Respond to request for support and stakeholder concerns;
• Coordinate Executive committee meeting scheduling, agendas, facilitation, notes; and
• Coordinate Full coalition meeting scheduling, agenda, speaker invitations, logistics.
Raise & Manage Funds

- Identify and solicit funding needed to effect HouseATL’s mission;
- Assist in assuring the appropriate administration of federal, state and local public and private funds made available for affordable housing;
- Organize and implement HouseATL’s grants management process to meet funder regulations and grant performance goals; and
- Provide leadership and oversight for all donor/funder cultivation activities;

Effectively Manage People, Processes & Finances

- Adhere to sound financial management practices;
- Ensure that all grants are properly managed and restrictions adhered to;
- Create a positive, results-oriented work environment for House ATL employees; and
- Maintain high standards through adherence to a Code of Conduct and policies that reflect fairness, transparency and accountability.

Work Collaboratively and Effectively with HouseATL Board of Directors

In order to support the work above, it is anticipated that the newly hired Executive Director would be able to hire at least a 0.5 FTE program support person to help him/her/they with the list of responsibilities above.

Experience and Qualifications

The Executive Director must have a passion for HouseATL’s mission and core principles, experience in housing policy and/or practice, and successful track record of leading diverse coalitions. HouseATL is looking for someone with an entrepreneurial spirit who can work across the public, non-profit and private sectors. The Executive Director will organize and manage collaborative meetings, work with diverse stakeholders to set the policy agenda, and expand communications and geographic reach.

Ideal candidates for this position will bring the following experiences and attributes:

- 5+ years’ experience in leading a housing organization or related non-profit.
- A background working with diverse coalitions.
- Depth of understanding of housing policy and practice through any combination of educational, professional, and personal lived experience.
- Experience in preparing and managing an annual budget and financial statements.
- Proven track record in strategic planning and execution of sound business plan in an ever-evolving environment.
- Effective public speaker and excellent writer; able to represent HouseATL as spokesperson and thought leader in the region; carries executive presence.
- Digital and technology skills that include fluency in Word, Excel, Sharepoint and Zoom; and working knowledge of PowerPoint and HTML to support website updates and maintenance.
Bachelor’s degree in urban planning, non-profit management, policy, business/public administration or related field.

**Reporting**

The HouseATL Executive Director would report to the advisory board and work closely with the HouseATL board co-chairs.

**Anti-Discrimination**

HouseATL does not discriminate based on age, color, sexuality, gender expression, religion (creed), national origin, disability, veteran status or former incarceration status.

**Compensation**

To be determined based upon experience and qualifications within the anticipated salary range of $135,000-$165,000. This position is exempt and employee is eligible for the Foundation’s competitive health and benefits plan.

**To Apply:** Please submit your resume for consideration to hr@cfgreateratlanta.org with the subject line of “HouseATL ED”.

*Community Foundation for Greater Atlanta values diversity, equity and inclusion; therefore, we honor the diverse needs, strengths, voices, and backgrounds of all individuals in our regional community.*