



Job Description

Executive Director, Workforce Housing Coalition of the Greater Seacoast

About the Workforce Housing Coalition: The Workforce Housing Coalition of the Greater Seacoast is a 501c3 nonprofit organization with a mission to educate and engage communities and municipalities to advance diverse housing options.

Core Responsibilities:

- **Operations and Development**
 - Manage the day-to-day operations and strategic work of the Workforce Housing Coalition of the Greater Seacoast under the direction of the Board of Directors.
 - Conduct all fundraising/development activities.
 - Oversee and evaluate the Coalition's full-time Community Housing Navigator.
 - Ensure compliance with the requirements set forth by the Charitable Trusts Unit at the Department of Justice and the Secretary of State, maintaining proper insurance coverage, working with the Board of Directors and various committees.
- **Housing Policy and Community Engagement**
 - Maintain solid working relationships with area businesses, civic and community leaders, elected officials, and housing partners across the state.
 - Advocate for amendments to local land use regulations at Planning Boards and other local boards through one-on-one relationships and public testimony.
 - Engage communities in conversation about housing, their housing stories, and why housing is important. Garner public and political support for solutions to ease the housing crisis.
 - Speak publicly about the housing crisis, housing policy and possible solutions, and why housing matters to our communities.
 - Promote municipal and technical assistance initiatives provided by partner organizations.
 - Work with housing partners to stay up to date on housing-related legislation and testify in Concord in support of or against bills, as appropriate.
 - Educate and solicit support and advocacy from employers and leaders in the business community for housing as an economic development issue.
- **Programming**

- Facilitate technical assistance to municipalities through educational presentation, charrettes, and workshops.
- Plan and execute educational events, including documentary screenings, webinars, and more.
- **Communications**
 - Manage the public outreach of the organization, including social media channels (Facebook, Instagram, Twitter, and LinkedIn) and written pieces including op-eds, letters to the editor, blog posts, press releases, and email newsletters.
 - Speak on the record to the press regarding local housing updates, trends, and organizational activity.

Qualifications:

- Bachelor’s degree in a related field and at least three years relevant work experience or an equivalent combination of education and experience.
- Must be a skilled communicator (written and verbal) who is able to foster relationships with and engage individuals, and speak publicly.
- Understanding of housing policies, local government, land use regulations, community or economic development, and community engagement is preferred.
- Experience with social media management, fundraising, grant writing, preferred.

The right candidate will:

- Be able to think analytically and thoughtfully about complex issues.
- Be comfortable working independently, identifying strategic concepts, and work through complex problems.
- Be able to build and maintain strong working relationships.
- Be located within a reasonable commute of the greater seacoast region of New Hampshire and be comfortable traveling around the region.

What we offer:

- Flexible hours and location
- Results-oriented approach
- Health insurance stipend
- Travel stipend
- Sense of fulfillment supporting our mission
- Professional growth and training opportunities
- Leadership development opportunities

The Workforce Housing Coalition of the Greater Seacoast does not maintain a physical office for staff. Applicants will work remotely, but must have access to a vehicle for frequent in-person events throughout the region. Applicants should expect to attend in-person events two to three days a week.

The position is full-time 40 hours per week; however, hours are flexible and are occasionally irregular with morning or evening events.

Compensation for this role is \$75,000 - \$85,000 per year.

To apply please submit your resume and cover letter via email to director@seacoastwhc.org. Applications will be reviewed after October 31, 2024 and accepted until the position is filled.

The Workforce Housing Coalition of the Greater Seacoast is an equal opportunity employer.