

# NATIONAL HOUSING INSTITUTE

## EXECUTIVE DIRECTOR

### JOB DESCRIPTION

**Overview-** The National Housing Institute (NHI) is seeking an executive director. NHI is a 33 year old progressive national non-profit communications, advocacy, and research organization dedicated to providing resources and information to those advocating and organizing for, and/or creating and preserving affordable housing and thriving communities. NHI currently publishes *Shelterforce*, a quarterly magazine that is the nation's leading publication dedicated to progressive housing and community-building ideas and initiatives. NHI currently has an annual operating budget of \$650,000 with five full-time staff positions, plus additional staff who work on a consulting basis on research and other projects. The NHI office is located in Montclair, New Jersey, a suburb of New York City. The NHI executive director reports to the board of directors.

NHI is seeking a dynamic person who can build on the organization's successes and increase its national visibility, prominence and influence. The next executive director should be someone who has experience in the worlds of advocacy, research, policy, and politics; has worked with the media; can effectively raise funds; hire and manage the staff; be the public face of the organization; forge relationships with advocacy, housing, community development, anti-poverty, and other progressive organizations around the country; and help project NHI into the nation's policy and political debates around housing, community development, and related issues.

**Responsibilities:** The next executive director must demonstrate the ability and experience to manage the following strategic goals and priorities as outlined by the board of directors:

- Implementing policy campaigns that link the issues of housing and community development to such concerns as poverty, inequality and environmental justice;
- Overseeing the development, implementation, and evaluation of programs and services that support the mission;
- Leading the fundraising efforts of the organization including supporting board member involvement in fundraising;
- Serving as the advocate and representative of the organization and participating with key association and organizations and speaking in public settings;
- Hiring and managing the staff including overseeing the staff performance review process;
- Providing regular, timely internal financial statements to the board that compare performance to budget and to the previous year or other benchmarks;
- Building positive relationships with policymakers, partner organizations, media, and grassroots activists.

**Qualifications:** The major qualifications for the NHI executive director include:

At least five years of significant leadership, management, supervision and team-building experience;

- Successful fundraising experience with private and public sources;
- Ability to work with a diverse board of directors and staff;
- Strong communications and public relations skills;

- Knowledge of affordable housing, community development, and urban issues highly desirable, but not required;
- Passion for grassroots advocacy and anti-poverty issues;
- Experience in working with media sources and knowledge of communications and technology;
- Experience in developing and implementing strategic plans and priorities;
- Strong public speaking skills;
- Ability to communicate the findings of social science research projects;
- A sense of humor and patience, combined with a collaborative, consensus-building approach;
- Organized and able to multi-task;
- Graduate degree in policy, planning, public administration, political science, or journalism preferred but not required.

***Salary/Compensation:*** Competitive salary, commensurate with experience. Excellent benefits

***Applications:*** The National Housing Institute is an equal opportunity employer. Women and people of color are encouraged to apply. Please forward a one-two page cover letter, resume, brief writing sample and the names of three references to [edsearch@nhisearch.org](mailto:edsearch@nhisearch.org) by **April 30, 2008. No phone calls, please.**

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