



Chief Operating Officer Job Announcement

ABOUT SDHF:

For more than thirty years, the San Diego Housing Federation (SDHF) has served as a collective voice and capacity builder for those who support, build, finance, operate, and live-in quality affordable homes in the greater San Diego region. A nonprofit membership organization, our work is focused on advocacy, resident engagement, coalition-building, public education, and other activities that undergird community development efforts. SDHF operates with an annual budget of approximately \$1M, a staff of 8+, and an engaged 13-member Board of Directors. Find out more about us at <https://www.housingsandiego.org>

OVERVIEW OF THE JOB:

Occupying a newly defined position, the Chief Operating Officer (COO) is a trusted strategic thought-partner to the CEO and staff. Adept at administrative management and coordination, the COO has experience with systems, processes, and platforms that have been used to integrate and streamline efforts across an organization. The COO knows how to collaborate with staff and high-level volunteers to create and support independent leaders and teams in ways that are productive, efficient, empowering, strategic, and joyful. Drawing upon previous professional experience (ideally within a nonprofit setting), the COO is capable of strong fiscal management, special events management, membership management, and corporate sponsorship development. The COO has a sincere commitment to and passion for empowering the diverse communities and people served by SDHF.

Among this executive's many duties, the COO is responsible for:

Strategic and Collaborative Leadership:

- Supporting and working in partnership with the CEO to facilitate decision-making, bring clarity to complex situations, and operationalize their vision
- Establishing and overseeing new systems for managing, streamlining, collecting, processing, and sharing data across multiple platforms that will lead to greater inter-organizational effectiveness
- Effectively supporting, offering guidance, tools, and strategic advice to staff and board teams in order to advance efforts throughout and across SDHF
- Collaborating with multiple external stakeholders representing a variety of community, business, and public interests.

Operations Management:

- Working in collaboration with the CEO to create an annual revenue plan for SDHF
- Developing, monitoring, and managing a \$1M budget in collaboration with the CEO and Board

- Ensuring SDHF is in legal compliance with all federal, state and local laws
- Overseeing and ensuring HR policies are current and, if need be, collaborating with the CEO and Board on personnel issues that may arise
- Ensuring SDHF has appropriate insurance coverage for all matters
- Operating with transparency and accountability at the board and staff level
- Working closely with the CEO and Board to ensure that fiduciary and compliance responsibilities are fulfilled in a transparent and responsible manner.

Membership, Corporate Development, and Program Initiatives:

- Developing marketing materials and outreach initiatives pertaining to membership and corporate supporters
- Actively recruiting and engaging members and event sponsors
- Coordinating conferences and on-going events involving hundreds of participants and numerous underwriters.

Other duties as required

QUALIFICATIONS:

- 5+ years of agency-wide senior management experience, ideally within a nonprofit organization
- Strong knowledge of systems, processes, and platforms that have been used to integrate and streamline efforts across an organization
- Excellent oral and written communication skills
- Keen analytic, organization, and problem-solving skills which support and enable sound decisionmaking
- Excellent communication and relationship building skills with an ability to prioritize, negotiate and work with a variety of internal and external stakeholders
- Prior experience collaborating with and coaching diverse staff and board teams.
- A sincere commitment to the mission of SDHF.

KNOWLEDGE OF AFFORDABLE HOUSING IS A PLUS

Salary range: \$70,000 - \$80,000. Generous benefits.

Posting Expiration Date: April 9, 2021 5:00pm PDT

How to Apply: Please submit a resume and cover letter via email by to: Search@patlibby.com

Submissions without a cover letter will not be accepted.

SDHF is an equal opportunity employer committed to inclusive hiring and dedicated to diversity and inclusion in its work and staff.