



Job Title: Executive Director

Reports to: Board of Directors

About Us: Established in 1973, Austin Tenants Council (ATC) is a community-based nonprofit founded in 1972 to protect tenants' rights and educate the community on fair housing. Operating under the philosophy that everyone has a right to safe, decent, fair, and affordable housing, ATC fulfills thousands of requests each year for help with rental housing problems. ATC programs exist to reverse housing discrimination; provide tenant-landlord education and information; and facilitate housing repair and rehabilitation.

Position Summary:

The Executive Director provides vision and leadership to guide daily management of the organization and is responsible for strategic planning, maintaining strong working relationships with key community leaders, funders and investors, and developing strategic relationships to foster complementary services and supports.

Essential Job Functions:

Leadership

- Strategically plans ATC's program initiatives, while maintaining oversight of the details necessary to provide the structure for their successful implementation and advancement of the mission.
- Motivates staff and leads by example. Supervises program managers with a focus on growing leadership and management competency throughout the organization.
- Provides direction and support to the Board of Directors. Maintains communication and connection between Board activities and oversight, and the programs, staff, and clients of the agency. Works with the Board to develop strategic direction, planning, and policy development to the agency.
- Provides information and provides technical support on housing and housing rights issues, with funding sources and state and local policymakers.

Budget and Financial Management

- Guides the annual budget process in collaboration with the Board, ensuring alignment with strategic plan priorities and the efficient use of resources.
- Oversees implementation of the annual operating budget and monitors to ensure that all operational initiatives are within budgetary limits and in compliance with funding requirements.
- Oversees the annual audit of financial records, in coordination with the Board, and directs the implementation of audit recommendations in coordination with financial staff.

Program Oversight

- Develops and proposes new programs and services in line with the goals and mission of the agency, responsive to community needs.
- Monitors program performance to ensure that performance aligns with agency goals and identified community needs.
- Monitors reporting of grant activities to ensure agency compliance with grantor and contract guidelines for fiscal and programmatic accountability.

Human Resources

- Identifies best practices in human resources management and facilitates the continual improvement of internal systems with an eye toward future needs and budget realities.
- Ensures compliance with all agency, state and federal employment policies and regulations.
- Oversees the recruitment, hiring and training of staff, and provides final authority for hiring decisions.
- Conducts annual performance evaluations for all personnel supervised and guides staff to meet performance standards.
- Reviews organization's human resources and personnel policies at least annually and makes recommendations to the Board for additional or revised policies as needed.

Funds Development

- With the Board, sets annual revenue targets for funding from public grants and contracts, private philanthropy (major donors, corporations), special events, foundations, and/or earned income.
- Monitors progress of strategic plan development goals and reports on progress to the Board.
- Forges relationships with a broad spectrum of funding sources including corporations, public and private grant funders and individual contributors.
- Encourages and demonstrates an entrepreneurial mindset with regard to earned income opportunities, including fee for service programs, strategic corporate alliances and social innovation funding opportunities.

Marketing and Community Relations

- Is responsible for promoting a positive ATC image in the communities served, the media, community leaders and potential funding sources.
- Reviews and approves external marketing collateral including social media and website.
- Maintains appropriate relations with other professional and social service groups in the community and serves on appropriate community committees.

Other duties as assigned.

Requirements:

- Demonstrated leadership and management experience in affordable housing, fair

housing, tenant advocacy, and/or related field. Experience administering programs that provide direct service as well as education and advocacy, via a suite of client- and community-facing programs is preferred.

- Demonstrated ability to provide proactive, creative leadership in a regulatory environment.
- Experience working with public officials, boards, funding agencies.
- Experience working with people of various socio-economic backgrounds. Sensitivity to low-income and diverse populations.
- Knowledge of and experience with state, federal and private foundation grant requirements.
- Proven experience in leadership, human resources management, fiscal management, and public relations.
- Proven ability to formulate short and long-range plans.
- Excellent written and oral communications skills; strong organizational and computer skills.
- Degree in social sciences or related field.

To Apply

Please send cover letter and resume to Kate Moore, ATC Board Chair, at kate@truecasa.net. **No phone inquiries, please.**