



Title: Deputy Director  
Reports to: Executive Director

Are you skilled in nonprofit management and excited about creating systems to help a small organization make big impacts? Consider applying to join our team.

The **Housing Alliance** is a 501(c)(3) that develops and advocates for public policy solutions to Washington's affordable housing and homelessness challenges. Our organizational members include housing and service providers across the state and we mobilize those organizations plus a broad base of individuals to advocate for solutions.

The **Housing Action Fund** is the political voice in Washington for expanding access to affordable homes and solutions to homelessness. We are a 501(c)(4) that educates voters, promotes strategic public policy, and supports candidates who share our vision that all Washington residents have the opportunity to live in safe, healthy, affordable homes, in thriving communities.

**Primary Responsibilities:** The Deputy Director is responsible for overseeing the internal operations of the organization and building up our systems and staff team so we can be as effective as possible in solving the affordable housing and homelessness challenges in Washington. This includes driving our internal equity and anti-racism work and ensuring participation from all staff. The Deputy Director also oversees management of our 700+ person annual conference, oversees membership renewals and growth, and supervises administrative staff and contractors.

This is an exempt position shared between the Housing Alliance and the Housing Action Fund.

**Essential responsibilities:**

Human Resources and Equity (35%)

- Drive internal equity and racial justice work to create an inclusive workplace and make progress toward becoming a fully equitable and anti-racist organization.
- Oversee recruitment and hiring of all staff except Executive Director; recommend finalists to Executive Director.
- Support staff in developing annual workplans aligned with strategic plan.
- Develop and maintain systems to track and report progress on strategic plan and annual milestones.
- Coordinate staff training activities.
- Conduct periodic review and updating of job descriptions and salary ranges; recommend changes.
- Conduct periodic review and updating of Personnel Policies; recommend changes.

Conference on Ending Homelessness (25%)

- Provide overall project management for annual conference.

- Coordinate program committee made up of Homelessness Advisory Committee members and other stakeholders to plan sessions and speakers that meet the training needs of participants.
- Coordinate and work closely with contract event planner and all Housing Alliance staff and volunteers with roles in the conference.
- Ensure Housing Alliance values are demonstrated in conference program. This includes having a strong equity and racial justice focus and providing leadership and learning opportunities for people experiencing homelessness.

#### Financial management and administration (20%)

- Supervise Office and Finance Administrator.
- Assist Executive Director in preparing and monitoring annual budgets for both Washington Low Income Housing Alliance (c3) and Washington Housing Alliance Action Fund (c4).
- Oversee preparation of monthly finance reports for c3 and c4.
- Oversee annual financial review and preparation of tax returns for the c3 and c4.
- Approve expenditures based on budget.
- Serve as staff to board Finance Committee.
- Ensure all required PDC reporting is completed accurately and on time.
- Ensure compliance with all licensing and insurance requirements.
- Ensure efficient operation of office facility and equipment.
- Supervise contracts with accounting and IT consultants.
- Review and approve monthly payroll.
- Ensure efficient and effective use of database.

#### Events and Development (20%)

- Work with Executive Director to set annual fundraising goals and strategy.
- Supervise Development and Events Coordinator and ensure all budgeted revenue from contributions and events are raised, tracked, and recognized.
- Assure retention and expansion of organizational and individual membership based on annual goals.
- Coordinate logistics of annual member meeting and fundraising events.
- Manage grants calendar and assist with preparing grant proposals and reports, including budgets and financial reports.
- Serve as staff to board Resource Development Committee.

*This job description is not intended to represent an absolute or final list of all elements, activities, or duties of the job. The statements above are intended to describe the general nature and level of work performed by the person assigned to this position. Time percentages are estimates and will vary seasonally and may change based on the needs of the organization.*

#### **What we're looking for:**

Someone who is passionate about supporting staff to do their best work and skilled at motivating individuals and teams. You should be a systems thinker with significant experience in project management, supervision, nonprofit administration, and financial management. If you don't know the affordable housing and homelessness system already that's okay, but you should be ready to jump in and learn about the issues we advocate for and you should be committed to public policy advocacy as a social change strategy. You should have very strong writing skills and be highly organized. After learning the position, you should be able to work

with limited supervision. We're a small team that does a lot and we try to have fun doing it and encourage (but want to get better at) work life balance. You should bring a willingness to work hard but also be able to model and encourage boundaries and practicing self-care.

Our staff and board are committed to working toward becoming a fully equitable and anti-racist organization and we are looking to bring on new team members who share that commitment and also have a commitment to self-reflection, personal growth, and working on their own internal racial and other biases.

**Required qualifications:**

- At least seven years experience in nonprofit administration or a related field;
- At least five years experience in supervision, project management, and financial management;
- Grant writing experience;
- Be a skillful verbal communicator with very strong writing skills;
- Be flexible and responsive in a fast-paced and changing environment;
- Have a commitment to public policy advocacy as a social change strategy;
- Have an understanding of institutional racism and a strong commitment to undoing racism and other forms of oppression.
- Be able to work occasional evenings and weekends.

**Desired qualifications:**

- Comfort with Quickbooks and MS Excel;
- Experience using a CRM;
- Experience working with connected c3-c4 organizations;
- Experience planning large events;
- Familiarity with affordable housing and homelessness issues in Washington;
- Understanding of the Washington state legislative process.

**Salary + benefits:** Starting salary \$68,000 - \$75,000 depending on experience. Generous benefits package includes health, dental, and vision insurance; employer contribution to retirement account; subsidized ORCA pass; life insurance; health care/child care flexible spending account and generous vacation, sick leave, and holidays.

**How to apply:** Please send resume and succinct cover letter (describing your relevant experience, why you are interested in this position and how you learned of the opportunity) to [jobs@wliha.org](mailto:jobs@wliha.org). We also request that you complete [our voluntary, anonymous demographic survey](#) to help us improve our hiring processes. No phone calls, please.

**Hiring timeline:** The position is open until filled, but priority will be given to candidates who apply by Sunday, December 16. We hope to complete phone screens the week of Dec. 17, and in-person interviews the week of January 7. Our goal is to have a new person on board by the end of January.

*We are committed to providing equal opportunity for all employees and applicants. We value and desire a diverse workplace and strongly encourage people of color, LGBTQ+ people, people with disabilities, and people who have experienced homelessness or housing instability to apply.*