



## JOB DESCRIPTION

**Job Title:** CHIEF EXECUTIVE OFFICER

**Reports To:** Board of Directors

**FLSA Status:** Exempt

**Date Approved:** September 2024

## ORGANIZATION MISSION AND STRATEGIC OBJECTIVES

Mutual Housing California is known for its cutting-edge work in innovative housing and community development and offers a permanent solution to the housing needs of California's diverse families. Our mission is to develop, manage, and support sustainable affordable housing where residents are partners in advancing equitable communities. Mutual housing owns and operates 1,148 homes, housing over 3,300 residents.

The vision of Mutual Housing founders was to create a locally controlled non-profit that would be a force for revitalizing low-income communities by strengthening neighborhood assets: both the housing and the neighborhood leaders. The organization is still driven by this vision and the following strategic objectives:

- Attract investment to construct new housing thus adding to local supply of safe and affordable housing.
- Acquire deteriorating multifamily structures and leverage private and public capital to renovate properties into safe, affordable, well-functioning communities
- Encourage and facilitate residents' participation in the decision-making process in their neighborhoods and empowering residents to have a voice in the broader neighborhood concerns.
- Identify and develop local leaders to help stabilize neighborhoods, increase safety, and enhance the well-being of all residents.

## THE OPPORTUNITY

Mutual Housing has a long history catalyzing more inclusive communities through real estate development and community development. Since 1988, the company has derived great success from establishing a mission-based coalition of affordable housing residents, advocates, Board and extremely

talented staff. Mutual Housing’s mission to develop, manage, and support sustainable affordable housing where residents are partners in advancing equitable communities, remains rooted in those earliest key ingredients to Mutual Housing’s secret sauce—building little “c” communities at each rental housing community and engaging residents in big “C” community leadership opportunities.

Mutual Housing has achieved a massive growth spurt in this last 2 years, with the physical opening of 5 new communities. The team at Mutual Housing is both wide-eyed about the challenges facing the affordable housing industry and full of skilled staff eager to tackle the challenge of scaling up housing opportunities for Californians in the Mutual Housing context.

Mutual Housing recognizes it cannot fulfill our mission in isolation and has become deft at collaboration both internally and externally, building a deeper, stronger coalition through strategic partnerships, and instituting timely stretch goals—such as developing the first-in-the nation ZNE affordable community for agricultural workers, opening the first in the Central Valley LGBTQ-Affirming Senior community, partnering on the first-of-its-kind affordable rental and homeownership housing project, and doubling its housing portfolio within a 4-year time span.

With a rich legacy, solid track record, healthy balance sheet, and vigorous pipeline of projects, the stage is set for the next CEO of Mutual Housing California to oversee another doubling of the portfolio, while guiding the new strategic planning process and opening doors to additional opportunities for innovation and industry leadership.

Learn more about the strong team and resident impact of Mutual Housing California. [Click here](#) to view the companies *Building Up* fundraising video from August 2024.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

The ideal candidate will help cultivate a team of advocates and professionals that will support the following priorities:

## ORGANIZATIONAL LEADERSHIP & STRATEGY

- Provide executive leadership, in collaboration with the Board, in strategic and organizational planning, with vision and innovation in the pursuit of Mutual Housing California’s mission and objectives.
- Demonstrate strategic decision-making to uphold the organization's mission.
- Lead as a visionary agent of change and innovation. Encourage innovation by fostering a culture unafraid to challenge ingrained assumptions.

- Ensure racial equity, diversity and inclusion (REDI) principles are integrated into all aspects of Mutual Housing California’s strategy, operations, and commitments to enhance belonging and engagement within the organization and its communities.
- Broaden partnerships and the organization’s geographic footprint to enhance competitiveness with consideration to management capacity.
- Model measured risk taking, collaboration, and creative thinking to increase the organization’s competitiveness.
- Mentor, coach, and create staff development plans to create a strong learning culture in the organization, foster motivation, hone strengths and grow skills.
- Foster strong engagement among the Board and staff, and promote a culture centered on empowerment, innovation, results, decision-making, and accountability.

#### STAKEHOLDER RELATIONS AND ADVOCACY

- Serve as primary spokesperson for Mutual Housing California.
- Develop new and creative communication strategies that will expand the organization’s coalition and broaden its base of partners and allies.
- Build relationships with other advocates for housing, homelessness, tenant rights, racial and economic justice, urban planning, smart growth, and other constituencies that can influence and support Mutual Housing California positions.
- Support the work of the Board of Directors, and ensure the Board has sufficient information to make decisions and understand the performance of the organization.
- Demonstrate collaborative leadership with the Board, staff, and residents, resident leaders, partners, investors, business sponsors, political leaders, and other affordable developers.
- Recognize key strategic opportunities to further Mutual Housing California’s mission and objectives.

#### FINANCIAL MANAGEMENT AND FUNDRAISING

- Lead staff and the Finance Committee in financial oversight.
- Provide expertise in affordable housing development while focusing on risk assessment, decision-making, and business planning.
- Ensure fiscal stability and integrity and accountability for outcomes in all key business lines: real estate development, community organizing, property operations, and asset management.
- Work collaboratively with division managers and the CFO to manage revenues and expenses and forecast future years’ growth.
- Oversee fundraising of the organization, including building relationships to support fundraising strategies and activities.

## AFFORDABLE HOUSING DEVELOPMENT AND PORTFOLIO OPERATIONS MANAGEMENT

- Offer executive leadership, oversight, and direction to the real estate development and property management teams.
- Provide strategic oversight of the real estate development pipeline.
- Work with the Chief Operating Officer and VP of Property Management to ensure property management operations are meeting or exceeding financial sustainability goals and objectives.
- Strategically collaborate and partner with the VP of Property Operations in an Executive team setting. Ensure vision, mission and overall strategies are executed within the department to achieve scalable organizational growth and sustainability.
- Hold the senior management team responsible for the financial outcomes of their teams' decisions and actions.

## QUALIFICATIONS

- Demonstrated understanding of the intersection of economic poverty, housing, homelessness, and related ecosystems in California.
- Extensive leadership experience in nonprofit or for-profit affordable housing, public agencies, community development, and real estate development, as well as affordable housing services and programs (experience in California is preferred) with budget responsibility.
- Experience collaborating with and providing executive leadership to a board of directors, including guiding strategic planning and execution.
- Demonstrated ability to make decisions with speed and conviction, engage for buy-in and impact, proactively adapt, and reliably deliver.
- Experience managing diverse teams and a demonstrated commitment to REDI as essential for driving innovation, creativity, and sustainable growth in today's diverse and dynamic workplace.
- A track record of developing and maintaining strong collaborative working relationships with partners from diverse backgrounds.
- Excellent communication skills, professional demeanor, stakeholder relationship management, negotiation abilities, persuasive techniques, active listening, and diplomatic skills.
- Demonstrated commitment to the inclusion of people with lived experience of housing instability.
- Background in community development and resident engagement programs is preferred.

## ATTRIBUTES

Successful candidates should possess the following attributes:

- Passion for and commitment to the mission of Mutual Housing.
- Mission-driven with a belief in and commitment to systems change, specifically for those most impacted by housing instability and homelessness.
- A good strategist able to analyze and formulate disparate information into a clear message and path forward.
- A deep and demonstrated commitment to racial, gender, disability, economic, and housing justice.
- The ability to lead with the spirit of humility and inclusivity and the ability to lead multiple stakeholders to shared agreements.
- A decisive and results-oriented approach.

## EDUCATION/EXPERIENCE

Bachelor's degree in a relevant field or equivalent combination of education and demonstrated professional experience. Master's degree in Public Administration, City and Regional Planning, Business Administration or a related field is preferred but not required.

## COMPENSATION

An annual salary ranging from \$250,000 – \$275,000 will be offered, commensurate with experience, plus a comprehensive benefits package.

## CONTACT

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