**https://vchcorp.org**

**Creating Strong and Inclusive Communities**

**Executive Search – Co-Executive Director**

**Position Overview**

**Sterling Search Inc.** has been exclusively retained to recruit for the next **Co-Executive Director** for

**Venice Community Housing (VCH).**

**Venice Community Housing (VCH)** supports and builds equitable and inclusive communities by providing affordable housing with supportive services, education, employment programs, and public policy advocacy that advances racial and economic justice. VCH is a community-based nonprofit organization engaged in a variety of housing and community development programs.

**Venice** has long been a highly diverse community; home to African Americans who were restricted from home ownership in other parts of L.A., low-income Latinos displaced by freeway development, starving artists, and senior citizens on fixed incomes.

**In 1988**, it became evident that an emerging housing crisis was gripping Los Angeles fueled — especially on the coast — by escalating rents and property values. The resulting gentrification was already threatening the rich diversity that made up the community. Just a year or two prior to this, eight committed Venice community members were gathering to discuss the emerging gentrification of their beloved community; the rising rents, increase of un-housed people, and their desire to start a movement to address the issues.

Searching for answers on the causes of these matters they created a group called “Neighbor to Neighbor” and decided to educate themselves by inviting experts from local agencies focused on social services, mental health, and those serving the un-housed and low-income residents. Asking what can we do? They soon realized the key to addressing these needs was affordable housing and supportive services.

With a commitment to building community, they focused not just on creating a housing development corporation, but a true community development organization; that is grounded in the belief that addressing the needs of the whole person is vital and necessary to preserving a diverse and inclusive community. The result of their vision was the creation of Venice Community Housing Corporation – now known as Venice Community Housing.

**Today**, VCH is a $10.7 million nonprofit with broad-based support serving Venice and other lower-income communities primarily in the western area of Los Angeles. VCH stands for justice, equity, inclusion and caring for one another, and is recognized as a champion for people who are without a home, are economically disadvantaged, or have otherwise faced historic discrimination. VCH provides low-income and permanent supportive housing, youth programming, resident and homeless services, and community-based solutions to meet those in need.

**VCH** owns and manages 346 units of affordable, supportive and interim housing. Its housing initiatives currently serve over 600 residents and boasts an impressive 99% retention rate among its residents, a testament to the effectiveness of their housing and support programs. The new co-Executive Director will be joining during a period of growth with an additional 450 units in pre-development/construction stages. In addition, VCH operates a comprehensive construction job training and transitional employment program for young adults and other community-serving programs.

One of the most unique aspects of VCH is its **culture**. VCH believes that as an organization, they must be intentional in their strategy, leadership, decision-making and partnerships to consider the impact on racial equity and accountability to those most impacted by systemic racism and other forms of oppression. It provides professional development opportunities focused on cultural sensitivity, equipping staff with the skills to navigate diverse work environments effectively and requires all staff, board, residents and program allies to continue to engage in learning and reflection through conversations which impact internal and external accountability and change. The organization's unwavering dedication to equity is also exemplified by their thorough and meticulous approach to pay equity.

**VCH** has experienced tremendous growth under the leadership of Executive Director Becky Dennison who joined VCH in 2016 and brought over twenty years of experience in non-profit management and organizational and community development. In 2024 VCH switched to a co-Executive Director model which has been very effective and applauded by the team and Board. The incoming Co-Executive Director will be a partner to Erika Lee, currently serving as one of the Co-Executive Directors. Erika has been in progressive roles with VCH for close to ten years and ascended to her current position in March of 2024.

**VCH** is now seeking a candidate to co-lead this diverse and successful organization, with a steadfast anti-criminalization, housing first, trauma-informed lens. The ideal candidate will embody an unwavering passion for mission, have strong financial management principles, and bring a hands-on leadership style that inspires and empowers teams to achieve transformative outcomes. With deep knowledge of Los Angeles’, and/or other US metro cities’, permanent supportive housing development landscape, this leader will foster strong relationships with community partners, stakeholders and residents alike.

**VCH** is often called upon to speak and act on behalf of racial, housing and economic justice issues and seeks a leader who will stand behind the issues and always answer the call. This is a phenomenal opportunity to have impact with a mission that is at the intersection of social justice, inclusiveness and equity.

***Position Description***

The Co-Executive Directors will be responsible for the overall administration and management of Venice Community Housing. The Co-Executive Directors oversee six departments, led by a Director or Senior Director, and will generally split the leadership with three departments and three Directors each. However, under a shared leadership model, each Co-Executive Director is expected to be able to lead and/or respond to all department needs. This is a full-time exempt position reporting to the Board of Directors.

**ESSENTIAL FUNCTIONS**

**Primary Department Oversite by the new Co-Executive Director**

REAL ESTATE DEVELOPMENT

• Actively support and supervise all housing development activities.

• Ensure a healthy and manageable affordable and supportive housing development pipeline.

• Provide leadership in community engagement efforts to site new housing and programs.

PROPERTY MANAGEMENT

• Plan, develop and supervise property management and maintenance for all buildings and units in portfolio.

• Ensure high quality housing standards and legal standards are achieved.

• Ensure a housing-first, trauma-informed, resident-informed practice of property management that is deeply integrated with resident services.

**Shared Department Oversite**

OVERALL ORGANIZATIONAL MANAGEMENT AND OPERATIONS

• Ensure strong leadership in developing and achieving organizational goals and objectives that advance the VCH mission, strategic plan, and/or meet all compliance standards and best practices.

• Manage and evaluate all aspects of the organization, in coordination with the senior leadership team.

• Plan and prepare for Board and Committee meetings and ensure these meetings are staffed as appropriate/needed.

OPERATIONS AND HUMAN RESOURCES

• Ensure appropriate staffing and operational structures are in place to support high quality housing, programs and services, and effective overall management of the organization.

• Support and supervise a team that ensures adequate supervision, professional development, and evaluation of all staff and volunteers.

• Ensure all organizational policies are equitably implemented with consistency and fairness.

FINANCIAL AND ASSET MANAGEMENT

• Support and supervise the finance and asset management team and ensure all processes, controls, generally accepted accounting principles, annual audits, and other best practices are in place and completed.

• Lead the staff and Board to develop, approve and monitor the annual budget.

• Review, finalize and submit monthly financial statements and other requested financial information to the Board.

COMMUNITY OUTREACH, PUBLIC RELATIONS and ADVOCACY

• Establish and maintain positive relationships with partner organizations, policymakers, media, and other community groups.

• Ensure organizational representation in important associations, organizations and community meetings, serving on committees and speaking in public settings.

• Develop and advocate for policies that promote affordable housing, community development, civil rights, and other mission-related topics, including coordinating opportunities for participation by Board members, staff, tenants, students, supporters, and others.

**Supportive Department Oversite – Erika Lee**

FUND DEVELOPMENT

• Support and supervise all fundraising efforts, including development and implementation of an overall fundraising strategy.

• Cultivate and solicit donations from individuals, foundations, and corporations.

• Support Board efforts to raise funds from individuals, foundations and corporations.

PROGRAM AND SERVICES MANAGEMENT

• Coordinate and supervise the preparation of all program goals and objectives and provide support to all Directors, Managers and staff on the programs teams to achieve all program outcomes and impacts within required timeframes.

• Supervise and support all programs, services and activities to ensure that program objectives are met, and best practices are consistently implemented.

• Ensure compliance with funding sources and regulatory requirements.

**EXPERIENCE AND QUALIFICATIONS**

• A minimum of three years of progressively responsible experience in executive management in an organization focused on affordable housing or related field. Other management experience will be considered. Postgraduate education in policy, planning, social work or other related field preferred.

• Very strong administrative/organizational skills, i.e., experience in providing direction and managing operations in areas such as staff supervision, budgeting, financial management and marketing.

• Working knowledge of principles and practices of real estate development and transactions, planning and land use approval processes, marketing, and affordable housing regulations and funding sources.

• Demonstrated success in raising funds from public and private sources.

• Experience in developing progressive policies as well as leading and supporting advocacy efforts.

• Experience establishing and maintaining effective and cooperative working relationships with residents, community organizations, elected officials, funders and other community partners.

• A strong commitment to working with local neighborhoods and low-income and unhoused resident’s populations.

• Excellent interpersonal, written and verbal communication skills.

• Valid California driver’s license.

**PHYSICAL REQUIREMENTS**

Stationary position 60% of the time. Operates a computer and other office machinery such as copy machine, phone. Occasionally, ascends/descends stairs, moves inside and outside the office, apartments, buildings, etc. Frequently moves objects weighing up to 20 pounds. Required to have visual acuity to perform the following tasks: operate a motor vehicle, view a computer terminal, reading and writing, conduct building and unit inspections etc.

**SALARY**

The salary range for this position is $140,000 - $175,000, plus benefits including medical, dental, vision, life, Aflac, 403(b), vacation, sick time, 14 holidays, and 2 personal days. This is a full-time exempt position.

*Venice Community Housing (VCH) is an Equal Employment Opportunity / Affirmative Action employer and provides reasonable accommodation for qualified individuals with disabilities and disabled veterans in job application procedures. If you need an accommodation due to a disability, contact us at* info@sterlingsearchinc.com

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