

Deputy Director Job Description (March 2025)

The Non-Profit Housing Association of Northern California (NPH), an affordable housing advocacy organization based in San Francisco, is looking for a strategic organizational leader who can spearhead internal nonprofit operations and support a strong team. This person is passionate about working collaboratively to improve systems and processes to support the success of a membership-based advocacy nonprofit organization.

NPH is a nonprofit 501(c)(3) tax-exempt organization founded in 1979. We activate our members to make the Bay Area a place where everyone has an affordable and stable home. We are 750 affordable housing developers, advocates, community leaders and businesses. We work to secure resources, promote good policy, educate the public and support affordable homes as the foundation for thriving individuals, families and neighborhoods. Our vision is a future where everyone has a place to call home and where low-income communities and communities of color stay and prosper in the Bay Area.

We have a record of success passing legislation and winning ballot measures and offering critical programs to strengthen our industry and movement. NPH is dedicated to advancing racial and economic equity and inclusion in the communities we serve, in our organization, and in the affordable housing industry and movement. NPH has over 20 staff members and a budget of over \$6 million.

The Deputy Director is a strategic leader who ensures that NPH's internal operations, HR, finance, and organizational systems align with and support its mission. This role requires a balance of high-level strategic thinking and hands-on operational management, working closely with the Executive Director and senior leadership team to drive organizational effectiveness and sustainability.

Job Summary

The Deputy Director provides high-level organizational leadership, operational oversight, and strategic HR and financial management to ensure NPH's internal operations align with and support its mission, values and strategic priorities. As a key thought partner to the Executive Director (ED), this role is responsible for optimizing systems, driving organizational effectiveness, and strengthening internal culture. Balancing strategic leadership with hands-on operational execution, the Deputy Director oversees Finance, Human Resources, Operations, Facilities, IT, and Organizational Development while providing cross-functional coordination. This role centers equity and inclusion, and applies a risk and compliance lens across all aspects of organizational operations, ensuring policies, processes, and decisions align with legal, financial, and operational best practices. The Deputy Director supervises staff responsible for finance, operations, racial equity, and data systems and collaborates with the senior leadership team to integrate financial, staffing, and administrative policies into broader organizational strategy.

Duties and Responsibilities

Operations & Administrative Leadership (25%)

- Lead the development, implementation, and continuous improvement of internal systems, ensuring efficiency and alignment with the organization's goals.
- Oversee operational policies, workflows, and procedures, ensuring compliance with nonprofit best practices and legal requirements.
- Supervise IT systems, data platforms, and security measures, ensuring a stable and scalable technology infrastructure. Collaborate with leadership and staff to assess, integrate, and implement new IT systems that support organizational goals and data integration across departments.
- Oversee and manage vendor contracts and organizational documentation, ensuring sound administrative practices.
- Direct facility and space planning efforts, ensuring an effective and supportive work environment.

Human Resources & Talent Strategy (30%)

- Develop and foster an inclusive, transparent, and equity-centered workplace culture that supports collaboration, accountability, and continuous learning.
- Lead workforce planning, ensuring appropriate staffing structures that support NPH's mission and strategic priorities.
- Strengthen recruitment, onboarding, performance management, and retention strategies to build and sustain a highly effective team.
- Oversee compensation and benefits structures, including periodic salary range evaluations and benefit package recommendations.
- Maintain and update HR policies and ensure compliance with local, state, and federal employment laws.
- Serve as a key HR advisor to the ED and senior leadership, fostering staff development, strengthening HR practices, and ensuring a positive and productive work environment.

Organizational Development & Strategic Planning (20%)

- Lead cross-departmental coordination, ensuring alignment between internal operations and external advocacy, programs, and campaigns.
- Support the ED and senior leadership team in strategic planning, goal-setting, and implementation to ensure organizational sustainability.
- Facilitate annual work planning and performance evaluation processes, ensuring clarity in priorities and execution.
- Serve as a liaison to the Board of Directors, supporting financial and operational governance.
- Ensure racial equity principles are embedded across organizational policies and operations.
- Cultivate an organizational culture of inclusion, collaboration, and shared leadership, ensuring that all staff feel valued and engaged in advancing NPH's mission.

- Support the organization’s signature events, fundraising efforts, membership engagement, and policy and campaign priorities, modeling leadership and participation for all staff.

Financial Management & Compliance (25%)

- Oversee budget development, financial forecasting, and fiscal monitoring, ensuring alignment with funding sources and organizational priorities.
 - Maintain financial policies, procedures, and controls to ensure compliance with GAAP and nonprofit financial regulations.
 - Lead financial oversight efforts in partnership with the ED, department leads, and the Board of Directors’ Finance Committee.
 - Manage annual audits and tax filings, serving as the primary liaison with external auditors.
 - Oversee grant-related financial compliance, ensuring accurate tracking, reporting, and fund utilization.
 - Oversee the payroll function, ensuring accuracy, compliance, and effective administration, while serving as a backup when needed.
- Perform additional job-related duties as assigned.

Necessary Skills and Qualifications

Please note, we do not expect every applicant to have every skill and qualification listed here. A strong candidate will match at least 80%.

- Deep commitment to NPH’s mission of advancing affordable housing solutions and equity in the Bay Area, with a passion for creating sustainable, people-centered systems that support this work. Background in affordable housing, advocacy, or membership-based nonprofits preferred, but not required.
- 5-7+ years of nonprofit leadership experience with a foundational background in operations, HR, and finance required. Candidates should have some exposure within all three areas, with a preference for those who bring advanced expertise in one or more.
- Demonstrated expertise in organizational management, staff leadership, and cross-functional collaboration.
- Excellent people management skills, with a proven ability to build, mentor, and support high-performing teams.
- Demonstrated understanding of how to design and lead an equity-based, institutional systems-change. Previous experience of leading impactful organization-wide change efforts preferred.
- Proficiency in Google Suite and MS Office applications required. Experience using Salesforce, Quickbooks, Zoom, Slack, LastPass, and HRIS platforms preferred, but not required. Willingness and ability to learn NPH platforms required.
- Strong financial acumen, including budgeting, financial oversight, and nonprofit compliance.
- Fund development strategy expertise preferred, but not required.
- Strong problem-solving skills, with the ability to balance big-picture strategy with tactical execution.
- Excellent communication skills.

- Ability to work in a hybrid work environment in San Francisco, attending at minimum in-person biweekly staff meetings, quarterly in-person board meetings, and scheduled in-person special events.
- Ability to travel regionally for job-related responsibilities such as meetings and events within the Bay Area. Occasional overnight travel, no more than twice per year, typically for scheduled statewide conferences.

NPH is an Equal Opportunity Employer

NPH is committed to creating a diverse, equitable, and inclusive workplace and is proud to be an equal opportunity employer. We strongly encourage women, people of color, LGBTQ persons, people of different levels of physical ability, and all qualified persons to apply for this position.

Compensation & Benefits

Salary range is \$170,000 - \$195,000 annually. NPH offers an excellent benefits compensation package including medical and dental insurance, paid vacation, holidays and sick time, a retirement savings plan, and professional development funds.

Work Location and Safety Protocols

NPH staff are currently working in a flexible environment both remotely and in-office (located in downtown San Francisco). We currently require two in-person staff meeting days a month, with more as needed based on roles and projects. We also require in-person attendance at annual signature events, staff and board in-person meetings and retreats, and other member and program gatherings.

Application Process

Qualified applicants should email a resume and a cover letter to: ***molly@nonprofithousing.org*** with the subject header: ***Deputy Director***.

Applications will be accepted on a rolling basis and selected candidates will be contacted for interviews as applications are received and reviewed over the next few weeks. The position will be open until filled.