

OPPORTUNITY DESCRIPTION



EXECUTIVE DIRECTOR

EPACANDO (East Palo Alto Community Alliance and Neighborhood Development Organization)

Location: East Palo Alto, CA

This role requires a significant amount of in-person time in East Palo Alto. While there is flexibility in how work is structured, consistent on-the-ground presence is essential.

COOK SILVERMAN SEARCH

775 E. Blithedale Ave. #395

Mill Valley, CA 94941



ABOUT EPACANDO

EPACANDO (East Palo Alto Community Alliance and Neighborhood Development Organization) is a membership-based nonprofit in East Palo Alto, CA, dedicated to building a more just city through the development of permanently affordable housing and homeownership assistance programs. For nearly four decades, EPACANDO has been an anchor institution in one of the Bay Area's most historically disinvested communities, rooted in a deep commitment to racial and economic justice.

EPACANDO's affordable housing programs use both production and preservation strategies to prevent displacement and foster placekeeping: We co-develop permanently affordable rental housing; assist residents in acquiring and maintaining homeownership; and support an affiliated community land trust (CLT). EPACANDO also serves as the administrator of the City of East Palo Alto's Below-Market Rate Homeownership program, which are the affordable homes developed through the City's inclusionary housing policy. The organization has co-developed over 600 affordable apartments and has aided and counseled more than 3,500 homeowners. For more, please visit www.epacando.org.

OPPORTUNITY HIGHLIGHTS

- **Salary Range:** \$140,000 - \$160,000
- **Benefits include:**
 - Medical/Dental/Vision coverage
 - 403(b) Retirement Plan with 3% company match
 - 15 days vacation
 - 10 days sick time
 - 14 paid holidays



YOU ARE

- A leader deeply rooted in or connected to East Palo Alto (or a comparable place-based community), with a genuine commitment to the people, history, and future of EPA.
- A skilled generalist with financial acumen, housing development knowledge, and the political savvy to navigate a complex and shifting landscape—building coalitions and advancing the mission even in challenging political terrain.
- A relationship builder with the ability to earn the trust of staff, board, community members, partners, funders, and elected officials alike.
- A leader who is passionate about developing and building staff capacity and supporting their professional growth.

POSITION OVERVIEW

EPACANDO seeks an experienced, community-centered Executive Director to lead the organization into its next chapter: Building the capacity of the organization through internal growth, partnerships, and community relationships in order to sustain long-term stewardship of our existing real-estate portfolio and complete another 200 homes in our development pipeline.

Reporting to the Board of Directors, the Executive Director provides vision, operational leadership, and strategic direction across all aspects of the organization—from affordable housing development and homeownership programs to housing policy advocacy, fundraising, staff management, board development, and community engagement. This is a deeply place-based role: the ED will be a visible, trusted presence in East Palo Alto and a credible partner to the city, county, funders, co-developers, and community members who rely on EPACANDO's work.

REPORTING RELATIONSHIP

The Executive Director reports to the Board of Directors and manages staff directly or through senior staff.

PRIMARY RESPONSIBILITIES

Strategic Leadership & Organizational Management

- Lead overall strategy for organization, including but not limited to:
 - Business planning for real-estate development and management
 - Portfolio growth, including affiliated community land trust (CLT)

- Policy advocacy
 - Staff management and growth
 - Organizational development
- Cultivate new funding sources and lead grant writing, donor campaigns, and funder relationships
- Continue to strengthen the organization's financial sustainability and annual revenue growth
- Grow membership roster to maintain Community Housing Development Organization (CHDO) status

Financial Management & Budget Oversight

- Prepare and manage the annual budget; review financial statements with the Senior Accountant
- Oversee and continuously improve financial and asset management systems to support strong financial planning now and over time
- Maintain transparent reporting to the Board on the organization's financial health

Program Management & Oversight (directly or through senior staff)

- Direct EPACANDO's affordable housing production and preservation work, including:
 - Partnering with nonprofit developers to build and manage affordable apartments;
 - Acquiring and rehabilitating scattered, small-site properties to keep homeowners in their homes or to create new affordable ownership homes;
 - Facilitating homeowners' development of accessory dwelling units;
- Participate in advocacy planning and advocacy work, locally, regionally, and through coalitions
- Direct the ongoing administration of the City of East Palo Alto's Below Market Rate Homeownership program
- Support the sustainable growth of EPACANDO's affiliate, Pahali Community Land Trust
- Direct counseling and referrals services to tenants and homeowners, as resources permit

Staff Management

- Supervise, nurture, and support staff



- Build a positive and productive work environment
- Encourage growth and accountability among staff
- Develop internal leadership capacity through mentorship and by identifying professional development opportunities

Board Relations

- Prepare the board meeting agenda and all supporting documentation
- Implement board-directed organizational development tasks including orientations, retreats, committee, administration, etc.
- Collaborate with Board Chair and Governance Committee on board recruitment, onboarding, and governance development; rebuild committee structure and strengthen board policies

Community Building & Representing EPACANDO

- Work in partnership with staff to activate and grow the membership body, including annual meetings, elections, and dues collection; build meaningful community participation in organizational governance
- Build and strengthen relationships with community members and community partners, understanding that strong leadership means being accountable to the organization and its board and to community members, families, and residents who are directly impacted by this work
- Maintain and build collaborative relationships with city and county officials, co-developers, foundations, and government agencies
- Represent EPACANDO externally through media, public speaking, and strategic communications; direct implementation of a marketing plan across social media and other channels

COMPETENCIES

- Minimum seven to ten years of nonprofit management or affordable housing development experience, including ability to oversee real estate projects, review pro formas and loan agreements, and direct technical partners
- Strong written and verbal communication skills; confident public speaker and persuasive communicator who can speak clearly about housing justice and relevant housing models
- Demonstrated track record in funder cultivation and diversifying revenue; experience leading organizations through periods of financial challenge or growth



- Experience working with and reporting to a Board of Directors; familiarity with nonprofit governance best practices
- Proven ability to build and maintain collaborative relationships with government entities, community partners, co-developers, banks, and financial institutions
- Demonstrated commitment to racial, economic, and housing justice, including experience working with a diverse community and with an equity lens
- Strong financial analysis skills to oversee organization's finances and report to the Board
- Commitment to EPACANDO's mission

Preferred

- Deep roots in or lived experience of East Palo Alto or a comparable Bay Area community; candidates from outside the region should demonstrate grassroots/movement experience and commitment to community-centered leadership
- Bachelor's degree in a related field (Urban Planning, Public Policy, Nonprofit Management, Social Work, or equivalent) and master's degree in Urban Planning, Public Policy, Social Work, Business, or a related field
- Knowledge of HUD, affordable housing policy, and local, state, and federal housing resources and agencies
- Working knowledge of real-estate finance strongly preferred
- Experience with community land trust (CLT) models

EQUITY STATEMENT

EPACANDO is committed to building and sustaining a diverse, equitable, and inclusive organization. We strongly encourage applications from individuals who share our values and are from communities that have been most impacted by housing insecurity — including East Palo Alto residents, people of color, women, and those with lived experience of the issues we work to address. EPACANDO is an Equal Opportunity Employer.

TO APPLY

For more information, or to apply for the Executive Director position at EPACANDO, please upload your resume and cover letter [here](#). All applications will be kept confidential, and every applicant will receive a response.