

# LOS ANGELES HOUSING PARTNERSHIP - EXECUTIVE DIRECTOR

## POSITION SUMMARY

Established in 1989, Los Angeles Housing Partnership, Inc. (LAHP) is a non-profit public benefit corporation, dedicated to expand, ensure the long-term affordability, and preserve the supply of decent affordable housing in the City and County of Los Angeles for low-income households and the homeless. LAHP, a vibrant, growing, community-based organization, is seeking a dynamic, experienced Executive Director to further the mission and provide low cost affordable housing with an emphasis on sustainable development building methods, smart growth community planning practices, 100% smoke-free environments, and the provision of life-enhancing social services such as financial literacy, on-site workforce training, and elder care. Since its formation in 1989, LAHP has acquired and/or developed over 1,300 apartments in the Los Angeles area.

## JOB RESPONSIBILITIES

The Executive Director is responsible for the overall success of LAHP: real estate development, finances, Board development, and operations. The Executive Director develops and implements the strategic plan, ensures compliance of LAHP's portfolio, and manages LAHP's community and contractual relationships: public agencies, community organizations, lenders, private institutions, and philanthropic partners. This position reports to the Board of Directors and supervises a small staff.

### ***Organization and Program Strategy***

- Works in partnership with the Board to develop the strategic plan and aligns the programs of LAHP with its values, mission, vision, and long-term goals.
- Solidifies current operations while planning for new opportunities.
- Develops and measures key performance metrics.
- Informs the Board on industry developments and updates governance and programs.

### ***Finances and Fund Development***

- Manages LAHP's financial planning, forecasting, and tracking to meet agency's short and long-term goals.
- Ensures financial stability by maintaining healthy cash flow and reserves.
- Prepares and analyzes financial projections for all affordable housing developments.
- Leads fundraising efforts in collaboration with Board of Directors.
- Creates and cultivates relationships with local housing finance agencies, federal, state, local and private sources.

### ***Operations and Management***

- Oversees all day-to-day operations of LAHP, including administration, human resources, finances, and fund development.
- Manages all phases of affordable housing development and finances, including new construction and substantial rehabilitation projects, from concept through lease-up and operations.
- Informs the Board of Directors of internal and external issues that might affect the organization, including agency relevance to the community and its overall effectiveness.
- Oversees and monitors compliance with contracts, relevant laws, and regulations.
- Creates a work environment that recruits, retains, and supports quality staff while maintaining a solid level of quality.

- Fosters effective teamwork with the Board of Directors and between the Board and staff, ensuring accountability of committees and individual Board members.

### ***Community Relations***

- Serves as chief spokesperson for LAHP.
- Initiates and maintains effective working relationships with community organizations, City and redevelopment staff, elected officials, foundations, investors, lenders, and other housing development professionals.
- Acts as an advocate, within both public and private sectors, for services and constituencies relevant to LAHP.

### ***Education and Experience***

- Undergraduate degree in a business-related, real estate, urban planning or other relevant degree. A graduate degree is preferred.
- Prior experience as an Executive Director of a nonprofit organization preferred.
- A minimum of 10 years experience in progressively responsible roles within senior management positions.
- Strong knowledge of principles and practices of real estate development and transactions, planning and land use approval processes, marketing of rental housing, and Federal, State and local affordable housing legislation, regulations and funding sources.
- Strong negotiating skills in all aspects of affordable housing development and operations, including project financing, property acquisition, supervision of project development teams, property management and hiring and supervision of corporate staff.
- Working knowledge of architectural design, discretionary approval and construction management processes preferred.
- Ability to manage continuity, change and transition and experience to influence and empower stakeholders.
- Ability to work with diverse groups of people and a wide range of faiths, beliefs, and experiences.
- Demonstrated commitment to continued professional growth and the development of employees and Board of Directors.

### ***Compensation/Benefits***

LAHP offers a competitive salary and benefits package that includes paid vacation and sick time as well as medical, dental, and retirement programs.

***Envision Consulting is assisting Los Angeles Housing Partnership in the search for their incoming Executive Director.***

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