

## JOB DESCRIPTION: EXECUTIVE DIRECTOR – TENANTS TOGETHER

Tenants Together, California's statewide organization for renters' rights, seeks an Executive Director. This is a full-time, exempt position based in San Francisco. For the ideal candidate, it may be possible to be based elsewhere in California and telecommute, provided that the ED works from the San Francisco office at least 2-3 days per week.

### About Tenants Together

Tenants Together is a coalition of tenants, tenant organizations and other allies committed to fairness and justice for California's nearly 17 million tenants. Formed in 2008, Tenants Together is California's only statewide renters' rights organization, working to improve the lives of California's tenants through education, organizing and advocacy. Tenants Together is a 501(c)(3) nonprofit organization. For more information about Tenants Together, please visit our website, [www.tenantstogether.org](http://www.tenantstogether.org).

### The Position

Reporting to the Board of Directors, the Executive Director (ED) will have overall strategic and operational responsibility for TT staff, programs, fundraising, and execution of its mission. This position presents an exciting opportunity to lead our organization in the next chapter of our historic effort to strengthen the statewide tenant rights movement in California.

### Job Responsibilities

Duties include:

- **Organizational Leadership**
  - Engage and inspire staff, board members, member/partner organizations, committees, & funders
  - Serve as primary liaison to board of directors; provide reports and updates to board; serve as ex-officio at board and board committees; seek and build board involvement; work with recruitment committee to recruit new board members
  - Supervise state legislative efforts to strengthen tenant rights; work with board, legislative committee, and policy staff in developing legislative agenda; provide testimony at key legislative hearings in Sacramento
  - Manage implementation of strategic plan; oversee programmatic and organizational development; monitor "mission creep" and evolution as needs arise
  - Ensure ongoing programmatic excellence and effective systems to track and evaluate programs and outcomes that can be communicated to the board, funders, members
  - Supervise 3-4 senior staff
  
- **Fundraising & Communications**
  - Stabilize & expand fundraising streams; projected annual budget range: \$500 to \$750K
  - Supervise Development/Communications team
  - Build and maintain relationships with foundations, major donors, and prospects
  - Strengthen TT identity and presence
  - Represent TT as spokesperson with media, funders, policy makers, and at convenings; media interviews, opinion pieces, press releases, social media, with support from Comms Coordinator

- **Management & Operations**
  - Ensure consistent quality of finance, administration, systems, compliance, governance
  - Prepare budgets and financial reports, with assistance from bookkeeper/accountant; review reports, expenditure decisions and budget management
  - Supervise Operations Manager to ensure timely bill payment, bank deposits, fulfillment of HR obligations, recruiting, reviews, staff deployment, workload balancing, professional development, benefit programs and payroll, exit interviews, complaints
  - Recommend and monitor timelines and resources needed to achieve program goals
- **General**
  - Evening/weekend work as needed; some travel in CA to represent TT at key events
  - Other duties as assigned by Board of Directors.

#### Qualifications

- Proven leadership ability
- 3-5 years of leadership experience at nonprofit, including supervising staff/volunteers
- Demonstrated experience fundraising, marketing and/or public relations with the ability to engage a wide range of stakeholders. Experience pitching to potential funders, grant writing and/or managing foundation relationships preferred.
- Commitment to advancing housing justice; willingness to challenge real estate industry to advance tenant rights; understanding of the plight of tenants, and the political realities and challenges of tenant advocacy;
- Knowledge of /experience with the state legislative process preferred
- Experience with nonprofit governance and finance, including:
  - working with and/or on a nonprofit Board of Directors
  - familiarity with compliance obligations – HR, IRS, etc
  - preparing, reviewing and/or monitoring budgets and financial reports
- Strong writing, public speaking, interpersonal skills; ability to inspire/motivate people to action
- Experience as spokesperson for a cause or organization, including media interviews, hearing testimony, rally speaker, panelist, and/or conference presenter
- Belief in and/or experience with decentralized coalitions/movements & leadership development
- Fluent Spanish preferred; other languages a plus
- Highly organized; attention to detail
- Coalition builder who can work with diverse range of organizations; existing relationships in labor, environmental, immigrant rights, and/or other social, economic, and/or racial justice organizations preferred

#### Salary, Benefits and Timing

This is a full-time position commencing as soon as possible. Salary \$65,000 – \$85,000 DOE, plus medical benefits, paid holidays, vacation time, cell phone stipend. Applications due January 1, 2019.

#### How to Apply:

Please submit cover letter & resume by email: [ExecDirSearch@tenantstogether.org](mailto:ExecDirSearch@tenantstogether.org)

**Tenants Together is an equal opportunity employer. We value a diverse workplace. We encourage people of color, women, persons with disabilities, people from low-income backgrounds, and people who are lesbian, gay, bisexual or transgender to apply.**