



Executive Director

Job Description

The Housing & Homelessness Alliance of Vermont (HHAV) is a statewide coalition of affordable housing developers, shelter and service providers, public housing authorities, funders, planners, advocates, and individuals—united by a shared vision and mission:

- **Vision:** We envision a Vermont where everyone has a safe, stable place to call home and homelessness is solved.
- **Mission:** We advocate for policy solutions, support collaboration, and strengthen capacity to build a Vermont where the fundamental right to housing is enjoyed by all.

HHAV serves as the collaborative applicant for the Vermont Balance of State Continuum of Care (VT BoS CoC), supporting its operations and [strategic goals](#). HHAV also serves as an advocacy organization, driving cultural and policy change through lobbying, research, policy analysis, communications, and coalition building.

The **Executive Director** leads HHAV with strategic vision, ensuring financial health, operational effectiveness, and alignment with the mission. This role oversees staff and organizational development while guiding policy, advocacy, fundraising, and communications to meet constituent needs. The Executive Director reports to the Board of Directors and manages all aspects of the organization, including planning, administration, and governance.

Essential Job Functions

General Administration

- Manages all aspects of administration, including finance, human resources, and grant management
- Supervises CoC Director and Program Coordinator, oversees HHAV contracted bookkeeper
- Develops annual work plan and budget aligned with the Strategic Plan
- Oversees required filings including annual IRS 990 form, state lobbying reports, and other required reports and filings

Fundraising and Organizational Development

- Oversees organizational fundraising and member relations
- Identifies potential new members and funding opportunities in cooperation with staff and the Board of Directors
- Manages all aspects of the grant process including identifying sources, writing proposals, and reporting
- Networks with the business and nonprofit community to develop relationships and pursue financial and in-kind support
- Develops and oversees resource development planning, in close coordination with relevant board committees

Public Policy Development and Advocacy

- Educates local, state, and federal policymakers, community members, and media on housing needs and impacts of policy decisions

- Directs federal, state, and/or local policy development (consistent with HHAV's strategic plan) with a focus on addressing member needs and consensus building
- Represents HHAV before federal, state, and local policymakers
- Engages HHAV members in advocacy
- Manages contract lobbyist
- Coordinates statehouse advocacy days in partnership with other organizations
- Develops and advocates for annual federal priorities in conjunction with partner organizations
- Provides legislative reports (federal and state) to membership

Balance of State CoC Oversight

- Supervises the CoC Program Director, who is responsible for oversight of the annual application to HUD for CoC funding, monitoring of CoC funding, completing grant deliverables, and support for the CoC Board of Directors and its committees
- Holds ultimate responsibility for the quality of HHAV programs, including community, stakeholder, and legislator education and training activities and the Point in Time count

Outreach, Coalition Building, and Media Relations

- Oversees communications and information sharing with members and partners, including through the website, social media, and regular e-mail updates
- Coordinates monthly and annual membership meetings and committee meetings as needed
- Represents the organization publicly, including before the media
- Creates and maintains positive relationships with member organizations, other stakeholders, and reporters covering HHAV issue areas
- Works with members and allied partners to develop and achieve common goals
- Network with New England Housing Network and National Low Income Housing Coalition and other regional and national organizations

Qualifications

- At least five years leadership experience in the fields of affordable housing, community development, addressing homelessness, or related field
- Nonprofit management experience, including managing staff
- Experience with legislative policy development, lobbying, or grassroots advocacy
- Understanding of Vermont housing policy and landscape (preferred, not required)
- Demonstrated commitment to social, racial, and economic justice
- Self-starter attitude and ability to work independently
- Demonstrated experience building trusted relationships with people directly impacted by homelessness and housing insecurity
- Well-developed written and verbal communication skills
- Strong interpersonal and collaborative skills
- Excellent computer skills and knowledge of web-based media
- Experience in fundraising and grant writing
- Valid driver's license and car required
- Willingness to travel to Montpelier multiple times a week during the legislative session; willingness to travel statewide for stakeholder meetings and events
- The requirements for this position are indicative of the physical and mental capacities needed to satisfactorily perform the duties for this position. Reasonable accommodations, as required by the Americans with Disabilities Act, will be granted wherever possible.

If your experience doesn't precisely match the requirements listed above, apply anyway! We are looking for candidates with strong skills who are willing to learn and grow.

Compensation and Benefits

- This is a full-time, exempt position, based in Vermont with a hybrid schedule
- Hiring salary is budgeted in the \$85,000-\$95,000 range, depending on experience
- Health insurance plan including coverage for family/dependents, 30 days PTO, 14 paid holidays, 403(b) retirement plan with employer contribution after one year, disability and life insurance and more.

HHAV is an equal opportunity employer.

To apply, please send a letter of interest and resume to hhavhiringcommittee@gmail.com