

EXECUTIVE DIRECTOR

Job Announcement

The Organization

MICAH's mission is Everyone, without exception has a decent, safe, accessible, and affordable home.

We mobilize and organize congregations and people of all faith and organizations to ensure decent, safe, and affordable housing for everyone in the metropolitan community. Founded in 1988, MICAH is now made up of over 70 congregations of faith and organizations. MICAH seeks to overcome the root causes of inadequate housing, homelessness and poverty by moving people from awareness to action and from charity to justice. MICAH uses a threefold strategy of awareness, action, and advocacy to accomplish its goals.

Job Description

The Executive Director will be responsible for *achieving the objectives of the attached strategic plan* and for the overall management of MICAH including the hiring and supervision of staff; program administration; and, working with the MICAH Board on long range planning and policy development, fundraising, evaluation and all other usual responsibilities of an executive director.

Specific responsibilities include:

Motivation and leadership: motivate congregations of faith, organizations and individuals to become active in the work of MICAH and involved in addressing affordable housing issues.

Program Development and Implementation: works with the staff, Board and MICAH's member congregations and organizations to provide leadership in addressing and responding effectively to affordable housing issues in the metro area.

Fundraising: the Executive Director develops and implements an annual fundraising plan; the Executive Director works in conjunction with the Board and is responsible for developing and maintaining a positive relationship with funders and potential funders.

Fiscal management: working with MICAH's Contracted Accountant the Executive Director develops the annual budget in conjunction with the Board of Directors and is approved by the Board of Director, monitors income and spending, and is responsible for financial reporting to the Board and funders

Administration: the Executive Director oversees MICAH's operations; hires, supervises and evaluates staff; and implements the organization's finance, management, and fundraising policies.

Public Policy: working in coalitions and with MICAH member congregations and organizations, the Executive Director works to gain support for affordable housing at the local, metro, state, and federal level.

Qualifications:

The Executive Director will be a person with:

- a strong faith commitment;
- a strong commitment to social justice and racial equity, successful experience with fundraising and grant writing excellent people skills including a demonstrated ability to work well within a group process that involves individuals from diverse faith, economic, and racial backgrounds;
- ability and willingness to develop partnerships;
- significant and successful experience in political advocacy, at state and local policy levels, and community organizing;
- previous experience as director or lead organizer of an organization. Demonstrated leadership ability;
- excellent writing and verbal communication skills including public speaking;
- familiarity with housing issues and housing organizations.

Salary and Benefits:

Salary and benefits will be based on experience and qualifications.

Application Procedure:

Interested applicants should send a resume, salary needs, a cover letter indicating why you want to be Executive Director of MICAH (limit 500 words), the names of three references and your relationship, and contact information.

Gary Kwong

MICAH Board President

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Deadline for Applications: January 31, 2019

MICAH is committed to affirmative action. Women, people of color, and people with disabilities are encouraged to apply.