



Position: Deputy Director

Location: San Francisco/Hybrid

Travel: Bay Area, Sacramento and LA (20%)

Reports to: Executive Director

Housing Action Coalition (HAC) is on a mission to address California's housing crisis. We advocate for policies and developments that create more accessible, affordable housing. We're growing statewide, and we need a Deputy Director to help us lead the way.

We're looking for a Deputy Director to help us scale our impact over the next five years. You will be responsible for driving organizational growth, improving our operations, and leading our statewide membership expansion. You will be a key leader who fosters a culture of innovation and collaboration.

We are a mission-driven organization focused on alleviating the housing crisis in California. We promote a collaborative team environment, with individuals committed to advancing pro-housing projects and policies. We offer a flexible work schedule with a hybrid work model. All employees are encouraged to participate in professional development coaching and growth opportunities.

Job Description:

- **Drive Growth & Impact:** Lead the implementation of our five-year plan to expand our statewide presence. This includes collaboration with the Executive Director on our strategic goals and objectives, implementing policies, and a focus on fundraising and budget management.
- **Improve Efficiency:** Identify and implement changes that boost efficiency across fundraising, member services, and operations. This includes management of our internal database.
- **Grow Membership & Services:** Drive membership growth and improve services, especially amongst underrepresented members. This includes managing our Project Review process and leading the planning and executive of HAC's major fundraising events including the Spring Symposium and Housing Heroes Awards.
- **Lead Team Culture:** Foster a culture of accountability, collaboration, and growth. Build strong relationships with members and partners. This includes collaborating with staff to advance our Diversity, Equity and Inclusion priorities and representing the organization at public meetings, events, and with key stakeholders.
- **Ensure Operational Excellence:** Oversee the operations of the organization, manage projects effectively and lead efficient meetings.



Qualifications

- **8 + years of work related experience or Masters with 6 years of related experience**
- **Change Management Expertise:** Experience leading organizational change successfully.
- **Accountability & Quick Follow-Through:** Dependable, organized, takes action quickly and consistently.
- **Project Management Skills:** Ability to manage projects and deliver results.
- **Self-Driven:** Able to work independently and make decisions in ambiguous situations.
- **Passion for Housing:** Committed to solving housing challenges.
- **Client-Facing Experience:** Builds trust by understanding client needs and holding parties accountable.
- **Team Culture Leadership:** Promotes a positive, growth-oriented culture.
- **Ambitious & Impact-Focused:** Strives to be the highest performer on the team.
- **Kind & Humble:** Ready to lead or support wherever needed.
- **Growth Mindset:** Open to feedback and personal growth.
- **Housing & Development Knowledge:** Understands the key players in housing.
- **Effective Communication & Meetings:** Clear communicator and runs efficient meetings.
- **Adaptable Mindset:** Comfortable juggling multiple responsibilities.
- **Accountability Driver:** Holds self and others accountable effectively.

Salary: \$100,000 - \$120,000 with a potential bonus based on performance

Benefits: HAC offers employer-paid medical, dental, and vision insurance.

To Apply:

Interested candidates should submit a cover letter and resume to HR@Housingactioncoalition.org with the subject line "Deputy Director Application." Applications will be accepted on a rolling basis. HAC is committed to diversity and encourages applications from candidates who are dedicated to advancing our Diversity, Equity, and Inclusion priorities. We strongly encourage people of color, first-generation Americans, new parents, single parents, people with disabilities, and members of the LGBTQ+ community to apply.

HAC is an equal opportunity employer. We do not discriminate against individuals based on race, ethnicity, sex, age, religion, national origin, marital status, pregnancy, personal appearance, veteran status, disability, sexual orientation, gender identity or expression, family responsibilities, or political affiliation.