



GREEN NEW DEAL HOUSING

**Position Title: Executive Director**

Full Time Employee (35 hours per week); Hybrid  
Reports to: Board of Directors

**Compensation:** \$55,000-60,000/year

This is a salaried position with negotiable benefits, such as: monthly health stipend, computer equipment lease, and professional development opportunities

**Who are we?**

Green New Deal Housing offers a multifaceted solution to widespread, intersecting community needs. Our mission is to develop equitable zero-energy housing and a green-collar workforce in the Arrowhead region. Our goals include expanding the quality and quantity of housing in our communities, training a workforce in high performance and green building techniques, helping the transition to 100% renewable energy, and creating a business model for environmental and social justice. Our vision is a sustainable future with our community, where access to secure housing, a healthy environment, home ownership, and dignified work is not restricted by ancestry or zip code.

**Who are we looking for?**

A creative, motivated leader with strong organization and communication skills, a collaborative spirit, and decision-making prowess. Someone who likes to focus on connections and intersections, who can see both the “big picture” and the “little details,” and can define and develop the paths to achieve both with passion and discipline.

You thrive on being at the “hub,” the center of communication and activity. You know community development. Your leadership is grounded in equity. You have experience working with diverse communities. When you wake up, you hit the ground running. You’re passionate about motivating and encouraging others to achieve their best. You’re good with numbers — like nerdy good — and you’re great with people.

You are comfortable and competent both working independently and as part of a team. You know how to engage donors and work with a Board, support staff and everyone in between. You sit in the back because you’re a learner taking everything in, but you’re quick to come to the front to share your insights, wisdom and ideas with others. You’re nimble and creative. You see patterns and can put together puzzle pieces to make a strategy work.

**POSITION DESCRIPTION**

The person in this position holds strategic and operational responsibility for the execution of Green New Deal Housing’s mission. The ED will function at the hub of coordination of three

program areas: housing development, workforce development, and engagement. The person in this role must be committed to developing and maintaining relationships and partnerships, leading and supporting staff, enhancing program offerings, expanding organizational resources, reaching new communities and raising the overall profile of Green New Deal Housing.

## **RESPONSIBILITIES**

### **Organizational Development**

- Work with the Interim Executive Director to coordinate a smooth transition
- Board Development and relationship building
- Conduct staffing assessments and development plans
- Participate in strategic planning efforts
- Create, develop and implement strategies aiming to promote the organization's mission, vision and "voice"
- Collaborate with the Board of Directors to plan and evaluate progress toward goals and objectives

### **Finance**

- Oversight of organization and program budgets
- Lead/oversee the annual budget development and board approval process
- Steward the finances of the organization, with support from contracted bookkeeping and accounting professionals

### **Operations and Support**

- Manage day-to-day operations of the organization
- Supervise independent contractors and eventual staff
- Manage relationships with key vendors
- Develop project requirements, contracts, budgets and resource requirements
- Coordinate with administrative and program teams to plan and track activities

### **Communications and Marketing**

- Direct the work of Communications
- Represent the organization and maintain its role as a thought leader in the field through speaking engagements, articles, conference presentations, etc.
- Lead team members to ensure that GNDH's communications are strategic, consistent and effective
- Develop new markets and outreach opportunities

### **Fundraising and Grants Management**

- Supervise business development and program income streams
- Collaborate with Board members or volunteer coordinator to assist fundraising for GNDH programs and operations
- Represent the organization in relationship-building with community partners
- Participate in outreach efforts seeking financial support from individual, foundation, corporate, and government sources

## **Basic Requirements**

- Bachelor's Degree or equivalent practical experience
- Experience and skill working with a Board of Directors
- Experience in executive level leadership
- Experience leading people
- Experience in nonprofit operations and/or management
- Experience in grant writing and administration of awards
- Fluent in Google Drive, Google Docs, Google Sheets, and MS Office
- Strong financial management skills, including budget preparation, analysis, decision making and reporting
- Strong written and oral communication skills
- Donor relations skills and understanding of the funding community
- Experience in developing a business or organization

## **Preferred Requirements**

- Skilled in design thinking and systems thinking
- 3-5 years Executive-level leadership in the nonprofit sector
- Experience working with diverse populations
- Experience in community development and/or housing development
- Plays an active role in social justice and equity issues
- Skilled negotiator

Green New Deal Housing is a Minnesota nonprofit corporation with 501(c)(3) status.

**Interested Applicants are invited to submit a cover letter and resume or CV to [info@greennewdealhousing.org](mailto:info@greennewdealhousing.org). Inquiries are welcome as well.**