



MOUNTAINLANDS COMMUNITY HOUSING TRUST

Executive Director

Greater Park City Area, Utah

Organizational Background

Mountainlands has developed, entitled or rehabilitated over 700 units in our 30-year history. Types of development include LIHTC apartments (both new construction and rehabilitation), deed-restricted for-sale homes and homes held in a community land trust. Mountainlands has an annual operating budget of over \$1 million and total assets of over \$10 million. Given the rising need and support for affordable housing solutions locally, the organization is poised for unprecedented growth and impact.

Mountainlands' key activities are listed below. To learn more about the organization, please visit housinghelp.org.

Position Overview

Mountainlands' Board of Trustees seeks a new Executive Director to lead the organization in the successful completion of its current and future housing developments.

Reporting to the Board of Trustees, the Executive Director will chart and execute an overall strategy for the organization while also directing the day-to-day activities of its staff members. The Executive Director will be responsible for housing development, housing stewardship, and general nonprofit management. An Interim ED, who retired after leading the organization for 20 years, will remain in place and be available to assist in the transition, as needed.

The ideal candidate will demonstrate the following qualities:

- Significant real estate development and construction experience.
- Experience with affordable housing and financing resources.
- Leader with management experience in for-profit and/or nonprofit organizations.
- Strong financial management and financial modeling skills.
- Skill in developing strong relationships with various community members and partners.
- Excellent communication skills both in writing and in-person.
- Experience guiding an organization or business through a profound phase of growth.

Key Responsibilities

Nonprofit Management: *Oversee the growth and operations of Mountainlands to continue its reputation as an effective and financially sustainable organization.*

- Lead the Board of Trustees in overall organizational strategy and annual budget preparation for Mountainlands and its subsidiaries.
- Work with board leadership to set meeting agendas and provide counsel and leadership in board meetings.
- Oversee the implementation of effective branding, messaging, external communications, and press and media releases.
- Act as the primary spokesperson for the organization.

Housing Development: *Lead staff, third-party consultants and partners in the creation of new affordable housing.*

- Maintain and create new relationships with local leaders, developers, nonprofits and community members to create a pipeline of potential new development projects.
- Direct all phases of housing development, including needs analysis and priority creation; conceptual planning and design; financial feasibility and securing funding sources; municipal approvals and entitlements; construction bidding, contracts and execution; sales or lease-up; ongoing project operations.

Housing Stewardship: *Oversee and guide Mountainlands' existing portfolio of communities and homes.*

- Serve as owner representative for all Mountainlands rental properties.
- Coordinate closely with third-party Property Management company on strategic planning, budget creation, financial reporting, property audits, compliance issues and the like.
- Interface with project lenders, partners and/or investors.
- Oversee the Housing Resource Center, a department within Mountainlands, to steward the existing stock of affordable for-sale units, assist potential buyers in preparing for homeownership and advocate for the creation of new housing units that meet community needs, regardless of Mountainlands' involvement as a developer.

Compensation

The salary for this position will be commensurate with experience. The organization offers a competitive benefits package, including employer 403(b) contributions, health and dental insurance.

Statement of Non-Discrimination

Mountainlands is committed to excellence through diversity. Employment offers are made on the basis of qualifications and without regard to race, sex, national or ethnic origin, disability, or age.

Application Process

A Selection Committee of the Board of Trustees is conducting the search for the Executive Director. To apply for this position, please submit a cover letter and resume to Mountainlands at jobs@housinghelp.org. Questions about the position should be similarly directed.

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