

## **Community Roots Housing**

### **Chief Executive Officer**

**Capital Hill, Seattle, WA**

**\$225,000 - \$265,000**

### **The Organization**

Imagine a Seattle where every resident can afford a safe, quality affordable home in a high-opportunity area close to jobs, transit, arts and culture, and more. Since 1976, Community Roots Housing has been turning this vision into reality, creating affordable housing that does more than provide shelter - it supports thriving communities.

Deeply committed to community-driven solutions, Community Roots has cultivated robust partnerships with local organizations, artists, and businesses to address housing and other critical needs in the Seattle metro area. As a Public Development Authority and Community Development Corporation, Community Roots owns and manages nearly 50 apartment buildings housing over 2,200 residents, working closely with service providers and community members to create affordable homes, preserve cultural spaces, and bring critical resources like healthcare to the neighborhoods that need them most. Following significant growth, Community Roots is now seeking a visionary CEO to advance their mission of building a Seattle where every resident can put down roots and flourish.

### **The Role**

The **Chief Executive Officer** (CEO) plays a pivotal role at the heart of our organization, reporting directly to a Board made up of 15 Directors. The CEO's primary mission is to inspire a strategic vision that shapes our culture, governance, advocacy, and resource development efforts while leading the charge on various program and operational fronts.

In this exciting position, the CEO will spearhead Community Roots' vision for strengthening and expanding the organization's portfolio, propelling our growth as stewards of our

community and in fulfilling our mission. Imagine building meaningful relationships with a diverse array of stakeholders—from community leaders, to the Resident Advisory Council, to elected officials, to major donors—all to enhance Community Roots' impact in the affordable housing sector. The goal is to diversify our financial resources, nurturing a thriving team of 100 talented individuals, including 5 direct reports, all committed to our cause.

As the face of the organization, the CEO must embody our values of inclusivity, transparency, and a genuine focus on residents. We're looking for someone with political savvy, capable of fostering strong connections with government officials, industry leaders, and philanthropic partners. This role isn't just about leading; it's about serving as the top ambassador to stakeholders, highlighting the success of Community Roots as a mission-driven provider of affordable housing, aimed at uplifting the lives of residents and the communities we serve.

To excel in this role, the CEO should possess a robust understanding of affordable housing development and tax credit finance, along with a keen ability to make timely, informed decisions about real estate projects. It's a challenging landscape, but with the right expertise, it's possible to navigate these waters successfully.

We seek a professional who combines the ability to handle complex real estate and community development projects with thoughtfulness and perseverance. An articulate communicator with high emotional intelligence and a good sense of humor will thrive here. If you're ready to take on this dynamic challenge, we'd love to have you lead our mission forward!

Community Roots Housing is a mission and values-based organization and the CEO must have the character to match.

## **Opportunities for Impact**

***Financial Stabilization & Sustainability*** – In collaboration with other Community Roots team members, the new CEO will guide Community Roots to improve cash flow management, optimize margins, expand our real estate development portfolio, and enhance portfolio economics focused on both growth and efficiencies.

***Fund Development*** – In partnership with the Community Roots Housing Foundation Executive Director, build on our 15-year history of fund development to take our achievements to the next level, identifying and securing contributed revenue from individual donors as well as public and private institutional funders.

***Relationship Building*** - Fostering strong relationships built on trust with our staff, residents, board members, city leaders, elected officials, donors, funders, and development partners is essential for our shared success.

***Organizational Assessment*** - Conduct an organizational assessment, celebrate department strengths, and gain valuable insights into the unique nuances that drive Community Roots' success. Build bridges and enhance communication between and among departments to most effectively and efficiently pursue the organization's mission.

***Staff Development and Retention*** – Ensure that Community Roots provides competitive compensation packages as well as enticing professional development opportunities to attract and retain high caliber team members. Effectively leverage the gifts and talents of the Community Roots team to provide world class housing and critical resources to the community.

***Property Management*** – Work with the Property Management team to identify and implement strategies designed to enhance occupancy rates and deploy the necessary resources to address maintenance needs across the portfolio.

***Resident Services*** – Lead Community Roots in developing programs that connect residents with life-affirming resources to support their housing stability and self-

determined goals. Support the Resident Advisory Council's role in developing resident leaders.

## **Duties and Responsibilities**

### **Governance and Board Support**

- The CEO manages and supports the Board of Directors and Board operations ensuring that committees are operating well and are appropriately staffed.

### **Strategic/Organizational Development**

- Oversee the implementation of the business and strategic plan while fostering collaboration with staff and the Board of Directors to ensure everyone's voice is heard.
- Develop annual operating plans and set performance goals that reflect both our achievements and areas for growth, turning lessons into opportunities.
- Collaborate with the Executive Assistant & Board Liaison to actively participate in monthly meetings, preparing agendas, supporting the Board, and managing follow-ups to drive our organizational strategy forward.
- Enhance Community Roots' staff development by promoting professional growth and cultural competence, ensuring our diverse community is respected and celebrated while tackling any organizational challenges together.

### **Daily Management**

- Collaborate with the COO, VP of Real Estate Development, and Director of Asset Management to guide property development, management, and community initiatives, while ensuring clear communication through weekly meetings and ongoing coordination.
- Keep team leaders informed about their roles and responsibilities by planning and facilitating regular staff meetings to foster teamwork and engagement.

### **Financial Management**

- Collaborate closely with the CFO and Board Finance Committee to develop the annual budget, operating plan, and performance goals that align with our strategic vision, ensuring everyone understands and is on board.
- Keep everyone in the loop by sharing our financial performance and compliance updates regularly with the Board, employees, funders, investors, and our community partners to foster transparency and teamwork.

### **Fund Development**

- Collaborate with the Community Roots Foundation Executive Director and Board of Directors to effectively implement Community Roots' fundraising strategy, focusing on identifying potential donors and funding sources, while making individual and corporate funding requests.
- Act as a passionate ambassador for Community Roots and its community, working with the PDA and Foundation Boards to set and achieve annual fundraising goals, while promoting Community Roots' accomplishments and mission through effective public relations.

### **Community Development**

- Set the course for Community Roots projects and activities to align with our organization's vision while fostering strong community support and involvement.
- Stay actively engaged in community development projects to connect with residents and leaders, ensuring Community Roots is responsive to local needs and concerns.

### **Property Development**

- Shape the future of our Property Development program by identifying ideal geographic locations, community partnership opportunities, and diverse project types.
- Collaborate closely with our project managers to ensure smooth project progress and provide valuable support along the way.
- Stay informed about affordable housing policies and trends to discover new development opportunities and effectively advocate for our programs.

### **Property/Asset Management**

- Collaborate with the Director of Asset Management to ensure Community Roots' rental properties thrive as valued community and financial assets, always adhering to fair housing regulations and maintaining high neighborhood standards.
- Take charge of Community Roots' long-term success by strategically managing waitlist processes, tenant policies, and reserve allocations, all while ensuring we meet investor requirements and keep our projects competitive in the market.

### **Community/Industry Relationships**

- Get involved with community groups that align with Community Roots' goals and actively educate and advocate for policies that impact our work.
- Build strong connections with community leaders and engage with local and state organizations focused on affordable housing and community development to help champion Community Roots' mission.
- Serve as a primary spokesperson for Community Roots Housing to the media and in other external-facing settings. Collaborate with the Foundation Executive Director and consultants to garner positive news and achieve public relations goals.

## **What You Bring**

Community Roots is intentional in hiring processes, seeing it as a chance to interrupt the cycle of racial and economic injustice that limits communities from accessing employment, building skills, and investing in their own leadership development.

Community Roots prioritizes applicants who have firsthand experience in navigating the many systems that their residents face which impede their opportunities for success, as majority marginalized communities. Candidates will be evaluated on the full range of their lived and learned experience and core competencies, including:

- Property management and/or property development specifically with affordable housing
- Commitment to diversity, equity, and inclusion
- Experience working with and/or serving on boards of directors
- Skills in analyzing complex financial data

- Building community relationships
- Collaborative leadership style
- Focus on staff support and recognition along with professional development
- Strategic planning and implementation
- Political acumen
- Donor relationship management and fund development
- Exceptional written and verbal communication, including public speaking
- Contract negotiations
- Demonstrated experience in a significant leadership role

### **Total Compensation & Benefits**

The annual salary range for this position is \$225,000 - \$265,000

Community Roots is committed to supporting all employees through competitive salary and benefits, a commitment to equity and inclusion, and training and professional development opportunities.



The comprehensive benefits package includes:

- 32 days of PTO earned during the first year of employment, increasing annually
- 52 hours of annual sick leave
- 16 hours of annual personal leave
- Sabbatical Program
- Group Term Life Insurance
- Long Term Disability Insurance
- Employee Assistance Program (EAP)
- Dental Insurance
- Vision Insurance
- The Medical plan of your choice (Waiver may be available with proof of other Group coverage)
- Relocation assistance available

Click **<https://www.valtasgroup.com/uploads/1/1/9/3/119349932/benefits-memo-crh.pdf>** to view Community Roots' full benefits summary

## **To Be Considered**

The position is open until filled with a priority deadline of June 27, although we highly encourage applying as soon as possible. Cover letters (two pages or less) addressed to Board Chair, Frank Alvarado and a resume can be submitted to Valtas at:  
<https://apptrkr.com/6211880>

You may direct questions to Ed Rogan at [ed@valtasgroup.com](mailto:ed@valtasgroup.com) - 206.697.8428 or Chris Cannon at [chris@valtasgroup.com](mailto:chris@valtasgroup.com) – 971.666.2621.

*Community Roots Housing is an Equal Opportunity Employer. Candidates of color, LGBTQ+ candidates, women, candidates with disabilities and candidates of all religions and national origins are strongly encouraged to apply. Community Roots Housing is a “Ban the Box” employer. However, per Federal Department of Housing and Urban Development requirements, any candidate selected for this position must undergo a criminal history background check prior to employment.*