



Position Title: Executive Director
Department: Administrative
Classification: Full-time, Exempt
Supervisor: HCHC Board of Directors

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities or requirements of this position. Employees are expected to perform other duties and functions as assigned or requested to further support the organization's mission.

Position Summary

The Executive Director will serve as the chief administrator, providing leadership to implement the strategic priorities of the organization.

Essential Position Responsibilities

- Partner with the Board to develop the strategic plan and to align HCHC's programs with its values, vision, mission and long-term goals.
- Ensure excellent governance by working with the Board to recruit new members, follow the bylaws and comply with best practices for nonprofits.
- Build and manage a high-performing leadership team of 7 department heads.
- Ensure programmatic excellence in every department, including accounting, administration, fundraising, housing development, human resources, property and asset management and resident services.
- Create an environment that unlocks the potential of each staff member to do their best to help HCHC fulfill its vision, mission and strategic plan.
- Represent the organization in a positive way in all public forums including meetings with community stakeholders, funders, government employees and elected officials.
- Strengthen HCHC's financial position and resiliency so the organization has the resources (both financial and human capital) to fulfill its short- and long-term goals.
- Perform other duties as assigned by the Board and as needed by the organization.

Required Education and Experience

- Bachelor's degree from an accredited university in Public Policy, Urban Planning, Business, Economics, Political Science, or a closely-related field. Graduate degree or certificate is preferred.
- Demonstrated leadership, management and public speaking skills.
- Experience working in California in the affordable housing sector.
- A minimum of ten (10) years of progressively responsible roles within senior management positions in the field of affordable housing development and/or finance.
- Prior experience as the chief executive of a nonprofit or for-profit housing development organization is preferred.

Required Competencies

- Strong supervisory and leadership skills with the ability to develop and communicate the organization's mission and vision.
- Excellent verbal and written communication skills.
- Ability to establish and maintain working relationships with government agencies, community leaders and the general public.
- Excellent organizational skills and attention to detail.
- Excellent analytical and problem-solving skills.
- Ability to function well in a fast-paced and at times, stressful environment.
- Proficient with Microsoft Office Suite or related software.

Physical Requirements

This position requires daily use of office equipment and prolonged periods sitting at a desk and working on a computer. May need to lift up to 15 pounds.

Work Environment

The essential responsibilities of this position are performed in a busy indoor office environment and the employee must be able to keep focused in an environment with interruptions and distractions. Other responsibilities, such as visiting properties, construction sites and attending fundraising events will require work to be completed outdoors.

Travel Requirements

Frequent travel within Los Angeles County for meetings with government agencies and the professionals involved in each project. Must have and maintain a valid driver's license and insurance as required by law. Must have a vehicle and be able to drive between sites.

Salary Range

\$260,000 to \$310,000 annually. Hiring rates are determined by skills, knowledge, experience and internal equity.

HCHC's Commitment to Non-Discrimination

Hollywood Community Housing Corporation is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to their race, religion, ancestry, national origin, sex, sexual orientation, age, disability, marital status, medical condition or any other basis protected by law.

Apply

Please submit your resume to apace@hollywoodhousing.org, with the subject line: HCHC Executive Director. We encourage candidates to apply by November 1, 2025, for priority consideration; however, applications received after this date are still warmly welcomed.