



EXECUTIVE DIRECTOR – JOB DESCRIPTION

Reports to Board of Directors

FLSA Status: Exempt

Full-Time

ABOUT US

Eastern Sierra Community Housing is a 501(c)3, certified Community Housing Development Organization (“CHDO”) serving the rural, frontier region of the Sierra Nevada including the counties of Alpine, Mono, and Inyo, California. Our vision is that communities in the Eastern Sierra thrive because everyone has access to safe, affordable, quality housing and we pursue this through our mission to support community housing for a viable economy and sustainable community. Our service area covers more than 14,000 square miles and serves more than 33,000 residents. While geographically isolated, the region is positioned closely to Federal and State parks including Yosemite, Death Valley, Devil’s Post Pile, Mono Lake, and more. The communities’ tourism-based economies maintain small full-time populations, while outside demand strains the housing supply. The region includes TCAC/HCD Opportunity Areas in both Inyo and Mono counties (Highest Resource and High Resource Areas) as well as the Federal Opportunity Zones of Alpine County, southern Inyo County, and the City of Bishop.

For nearly twenty-five years, Eastern Sierra Community Housing (“ESCH”) has led the way in housing development, program development (e.g. homebuyer assistance, emergency response, etc.), and housing navigation services providing creative solutions for a wide range of residents. Since 2002, the organization has leveraged nearly \$68 million for the construction of rental and ownership housing, home buyer assistance programs, emergency response programs, and more and assisted hundreds of households with housing stability.

As a nonprofit, ESCH contracts with local government agencies for services including homebuyer programs and housing navigation. In addition, the organization pursues new development and partnership opportunities and provides property management services for the portfolio. The organization’s portfolio includes 100+ rental units across six (6) properties, funded through Low Income Tax Credits (“LIHTC”), HOME, CDBG, Project Homekey, and other state, federal, and local programs. ESCH provides property management services for thirty-four units in four (4) projects. In addition, ESCH provides long-term stewardship compliance monitoring for the Town of Mammoth Lakes’ scattered site homeownership portfolio.

ESCH maintains a Board of Directors of nine (9) members, in compliance with CHDO requirements which restricts membership to less than 1/3 public employee or elected official and requires at least 1/3 of members represent the low-income community. Our staff team currently includes three full-time staff, in addition to the Executive Director, and one part-time property manager, and is responsible for an annual operating budget approaching \$1 million and net assets of approximately \$20 million.



THE MOMENT

The Eastern Sierra region is at an inflection point. Housing costs have outpaced wages for years, employers across the region — from ski resorts to healthcare providers to local government — consistently identify workforce housing as their single greatest operational threat. Teachers, nurses, firefighters, and service workers who sustain Eastern Sierra communities increasingly cannot afford to live in them. The region's stunning geography and tourism-driven economy, which make the Eastern Sierra one of the most desirable places in California to visit, are the same forces squeezing out the people who make it function.

The supply side offers little relief. Surrounded by federal wilderness, national forests, and protected public lands, the region's developable land is severely constrained. What little housing stock exists faces competition from short-term rentals and vacation homes, which convert long-term workforce units into transient inventory and drive prices beyond the reach of year-round residents. The result is a structural imbalance — high demand, frozen supply, and a workforce that desperately needs affordable housing.

At the same time, the tools to respond have never been stronger. Federal and state investment in affordable housing — through LIHTC, Project Homekey, CalHome, and a deepening pipeline of state programs — is creating real opportunity for organizations with the capacity and relationships to act. ESCH has spent more than two decades building exactly that capacity: the trust of local jurisdictions, the technical expertise to navigate complex financing, and the community relationships that make projects possible.

This is the opportunity for ESCH's next Executive Director. It is not a caretaker role. It is a leadership position for someone who sees the severity of the regional housing crisis not as a burden, but as a mandate — and who has the vision, the tenacity, and the relationships to help close the gap between what is and what should be.

THE ROLE

As ESCH enters its next phase of growth, expanding its portfolio, deepening its regional footprint, and responding to the housing crisis, the Board of Directors is seeking an Executive Director to lead the strategic vision, community outreach, financial management, fundraising, and daily operations of the organization. Key responsibilities include serving as a face and voice of the organization, securing grants, managing board relations, ensuring regulatory compliance (HUD/local), and overseeing property management, development, and community services. The Executive Director serves as the organization's visionary leader and chief operational officer, bridging the gap between strategic board governance and day-to-day community impact. This role is multifaceted, requiring expertise in real estate finance, public policy, and community development.

KEY RESPONSIBILITIES

- **Strategic Leadership & Governance:** Work with the Board to define the organization's vision, mission, and long-range goals, providing regular updates on performance and sustainability. The new ED will have an opportunity to spearhead the next strategic planning process.
- **Financial Management:** Develop and monitor annual budgets, manage operating cash flow, provide for ongoing financial reporting, and ensure audits are completed timely, maintaining overall fiscal health.



- **Property Management:** Oversee property operations, including compliance with various funding sources, government regulations, operating budgets, oversee asset and property management including leasing, maintenance, and tenant relations.
- **Contract Management:** Negotiate, expand, implement, and renew government service contracts.
- **Housing Development:** Oversee the development of new housing projects from inception through construction. This includes identifying acquisition opportunities, pursuing funding, and managing third party contracts, to ensure project completion and budget integrity.
- **Program Management:** Provide program management and staff oversight for various grant-funded housing programs such as rental assistance, homeownership programs, housing navigation, emergency response, etc.
- **Stakeholder Engagement & Government Relations:** Serve as ESCH's primary external representative, building and sustaining relationships with key public agency partners including elected officials and staff of the Town of Mammoth Lakes, City of Bishop, Mono County, Inyo County, and Alpine County. Represent ESCH before elected bodies and planning commissions and serve as the organization's advocate in regional housing policy discussions. Participate in regional collaborative forums including ESCOG (Eastern Sierra Council of Governments) and other multi-jurisdictional planning efforts.
- **Policy & Advocacy:** Represent ESCH in local and regional housing policy conversations, including advocacy before planning commissions, county boards of supervisors, and the Mammoth Lakes Town Council. Monitor legislative and regulatory developments affecting affordable housing in the region and communicate implications to the Board.
- **Staff Leadership:** Recruit, supervise, and mentor staff, cultivating a culture of excellence, positivity, reliability, and accountability.
- **Daily Operations & Office Management:** Oversee the day-to-day operations of the organization, ensuring efficient office administration, accessible public-facing services, and a welcoming environment for community members seeking housing assistance. Maintain systems and procedures that support staff effectiveness, regulatory compliance, and organizational accountability.
- **Fundraising:** Pursue and manage funding from federal, state, and local sources including LIHTC, HOME, CDBG, CalHome, and Project Homekey among others. Maintain and expand service contracts with the Town of Mammoth Lakes, City of Bishop, and County agencies. Cultivate philanthropic relationships with foundations and private donors to diversify revenue stream..
- **Continuing Education:** Commitment to continuing education, periodic conference attendance, and growing the professionalism and reach of the organization.

QUALIFICATION

- **Experience:** 5+ years in a senior leadership role, preferably in nonprofit management, real estate development, or affordable housing.



- **Knowledge:** Deep understanding of affordable housing regulations, community development, housing studies, fair housing, real estate, financial practices, grant programs, and housing finance.
- **Education:** Bachelor's degree in Business, Public Administration, or related field (Master's preferred).
- **Skills:** Exceptional communication, financial acumen, strategic planning, and relationship-building abilities. High emotional intelligence to navigate complex political and community landscapes. Demonstrated experience working with local government agencies, elected officials, and community stakeholders in a rural or small-community context.
- **Broker's license preferred:** Or required to obtain or cause to be obtained within 12 months of hire.
- **Valid Driver's License:** Must hold a valid driver's license and be able to drive personal vehicle as required for the role. Ability to travel throughout the service area and to attend affordable housing conferences annually.
- **Spanish Language:** Conversational or higher proficiency desirable.
- **Leadership and Dedication:** This role requires a proactive leader capable of working independently and across teams that is passionate about increasing affordable housing opportunities.

WHY WORK AT EASTERN SIERRA COMMUNITY HOUSING

- **Mission-Driven Work:** Make a meaningful impact by supporting housing stability and access in the local community. Your work directly serves residents, businesses, and long-term community sustainability.
- **Generous Time Off:** Enjoy **25 days of paid time off** plus paid holidays.
- **Healthcare: 100% employer-paid medical coverage** for employees and dependents, plus a generous annual health reimbursement benefit to support wellness and out-of-pocket needs (including vision and dental).
- **Strong Retirement Support:** Employer-funded **401(k) contribution of up to 6%**, helping you build long-term financial security.
- **People-First Culture:** Join a small, collaborative team that values trust, care, and commitment to the mission, with leadership that is accessible and deeply invested.
- **Stability & Purpose:** Competitive benefits, community reputation, and meaningful work make ESCH a place to grow while contributing to something bigger than yourself.

TOOLS AND EQUIPMENT USED

Computer, including word processing and spreadsheet software, telephone, calculator, copy, fax, and mail machines. Safety equipment such as hard hats may be required for site visits and will be provided.



PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be requested to enable individuals with disabilities to perform the essential functions.

Vision adequate to operate vehicles and office equipment, read instructions and follow directions; hearing adequate to converse on the telephone and in person; body mobility adequate to drive and perform required office duties including reaching and bending for files and related office items; use of hands and fingers adequate for operating vehicles, writing, typing, computer, copier, and fax machine and related functions; ability to lift office files, binders and small office equipment, as needed. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. While performing the duties of this job the employee is frequently required to stand, walk, sit, drive, use hands and fingers, handle or feel, reach with hands and arms, grasp, hold and manipulate office equipment and talk and hear. The employee is occasionally required to carry up to 25 pounds. The employee may be required to stoop, crawl, crouch, balance, or climb short distances. Specific vision ability required by this job includes close vision, color vision, peripheral vision, depth perception and ability to adjust focus with or without ocular aids. Work is performed mostly in office settings. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in writing, orally, or in diagram form and analyze and resolve problems involving a variety of situations, using standard industry processes and procedures. Ability to define problems, collect data, establish facts, and articulate valid conclusions, and interpret an extensive variety of regulatory or technical instructions.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in the work environment is moderate. There are often clients coming into the physical space to ask for resources, other staff may be using the phone, etc. The employee should have the ability to tolerate normal conversation levels while working.

GENERAL

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and applicants, and is subject to change by the employer as the needs of the employer and requirements of the job may change.

SALARY & COMPENSATION

- **Salary Range:** \$120,000 - \$165,000 commensurate with experience.