



vermont affordable housing coalition

Position Description: VAHC Interim Director - Part Time

The Vermont Affordable Housing Coalition (VAHC) is a statewide membership organization dedicated to ensuring that all Vermonters have safe, adequate, physically accessible and affordable housing, particularly the state's low and moderate-income residents, people with disabilities, those experiencing homelessness, older Vermonters, Black, Indigenous, and People of Color (BIPOC), LGBTQ+ people, and families with children. Our further mission is to:

- Encourage resident participation and control in their housing;
- Advocate for the preservation of existing housing, protection of renters, and the development of new perpetually affordable housing;
- Promote the recognition of housing as a basic human right for all Vermonters through education of the public and elected officials; and
- Act as a catalyst for exploring and developing innovative means of preserving and increasing Vermont's affordable housing stock.

The VAHC Interim Director will oversee and coordinate the Coalition's administrative, outreach, and advocacy functions for a period of five to seven months or until a permanent director is hired. The Interim Director serves at the pleasure of the Steering Committee and performs such duties and functions as they may prescribe. The Interim Director's main responsibilities include:

General Administration and Outreach

- Supervises staff and volunteers, currently consisting of one VISTA, one contractor, and one volunteer
- Oversees all aspects of VAHC administration, including finance, personnel, fundraising, dues solicitations, and grants management (in coordination with the Steering Committee)
- Publicly represents VAHC
- Oversees communications and information sharing with Coalition members and partners

Public Policy Development & Advocacy

- Coordinates with VAHC's contract lobbyist, and communicates advocacy and testimony needs to VAHC Steering Committee members and broader membership, and assists with the scheduling and monitoring of testimony
- Attends meetings of state legislative committees
- Participates in policy committees and work groups, as needed

Qualifications include

- Bachelor's degree or equivalent combination of education and experience
- A thorough understanding of the fields of affordable housing, community development, homelessness in Vermont
- Experience in nonprofit management
- Experience supervising and mentoring staff
- A strong understanding of the Vermont state legislative process; public policy advocacy experience preferred
- Strong commitment to social, racial, and economic justice
- Self-starter attitude and ability to work independently
- Well-developed written and verbal communication skills
- Excellent computer skills and knowledge of web-based media
- Valid driver's license and car required

Compensation

This is a part-time contract position (20-30 hrs/week) without benefits. Rate of pay will be determined by experience and qualifications. Pay range: \$30/hr - \$60/hr