



ROOTEDHOMES
BUILDING SUSTAINABLE COMMUNITIES

Job Description

RootedHomes Position: Executive Director

Reports to: Board of Directors

Location: Bend, OR

Salary: \$140,000 to \$150,000

Benefits:

- Flexible time off policy with unlimited PTO
- 17 Paid holidays
- Simple IRA with a 3% company match
- QSEHRA health benefit

ABOUT ROOTEDHOMES:

RootedHomes is a nonprofit organization dedicated to creating sustainable, affordable homeownership communities for Central Oregon's workforce. As a leader in affordable and net-zero energy homeownership, RootedHomes currently has **17 homes in trust, 81 under construction, and 75 more in pre-development**. The organization has a **\$2M operating budget** and a strong financial foundation, with **70% of revenue from earned income and 30% from philanthropy, including state-originated funds and private contributions**.

RootedHomes recently completed its second strategic plan, positioning the organization for continued impact and growth.

POSITION OVERVIEW:

RootedHomes seeks a visionary and strategic **Executive Director (ED)** to lead the organization in its next phase of growth. The ED will serve as the primary advocate for RootedHomes' mission, ensuring sustainable operations, financial health, and programmatic excellence. This role requires an experienced nonprofit leader with a strong background in affordable housing, fundraising, and community engagement.

The ideal candidate is an inspiring leader who excels at strategic planning, partnership development, and financial stewardship, ensuring RootedHomes continues to provide affordable, sustainable homeownership opportunities for Central Oregon's workforce.

KEY RESPONSIBILITIES:

Organizational Leadership & Strategy (25%)

- Lead the implementation of RootedHomes' strategic plan, ensuring alignment with the mission and long-term goals.
- Foster a collaborative, inclusive, and mission-driven organizational culture.
- Work closely with the **Board of Directors** to strengthen governance, support board recruitment and development, and ensure strategic alignment.
- Oversee impact measurement and reporting, ensuring transparency and accountability in meeting organizational objectives.

Financial Management & Fundraising (25%)

- Oversee the **\$2M operating budget**, ensuring financial sustainability and transparency.
- **Lead fundraising efforts** to secure a diverse range of revenue, including philanthropy, government grants, and private contributions.

- Cultivate and steward relationships with individual donors, foundations, corporate partners, and government agencies.
- Oversee grant writing and reporting to ensure compliance with funder requirements.

Community Engagement & Advocacy (15%)

- Serve as the **public face of RootedHomes**, building strong relationships with community partners, local government officials, and funders.
- Advocate for policies that support permanently affordable homeownership at the local, state, and federal levels.
- Develop and implement a comprehensive **communications and marketing strategy** to raise awareness of RootedHomes' impact.

Land Acquisition & Development (20%)

- Identify and secure funding for new land acquisition, down-payment assistance, and affordable housing development projects.
- Build partnerships with architects, general contractors, and other key development stakeholders.
- Ensure compliance with all regulatory requirements related to land development and housing projects.

Operations & Program Management (15%)

- Oversee **all aspects of RootedHomes' homeownership program**, ensuring equitable access and successful implementation of the Community Land Trust model.
- Maintain compliance with federal, state, and local regulations governing nonprofit operations, housing development, and funding requirements.
- Build and manage a high-performing team, fostering professional development through coaching, mentorship, and training.
- Implement organizational policies and best practices that support operational efficiency and effectiveness.

QUALIFICATIONS & EXPERIENCE:

Minimum Requirements:

- **5+ years** of senior leadership experience in a nonprofit, housing organization, or related field.
- Proven ability to **develop and execute strategic plans** while leading teams toward measurable impact.
- Experience with **fundraising, donor development, and grant management**.
- Strong understanding of **affordable housing finance, policy, and development**.
- Demonstrated ability to build partnerships and engage with diverse stakeholders, including community leaders, funders, and policymakers.
- Experience in **financial management, including budgeting, reporting, and oversight of complex funding streams**.

Preferred Qualifications:

- Knowledge of **Community Land Trust models** and affordable housing strategies.
- Experience leading an organization through **growth and operational scaling**.
- Background in **real estate development, public-private partnerships, or impact investing**.
- Strong public speaking, writing, and advocacy skills.
- Commitment to **diversity, equity, and inclusion** in organizational leadership and program implementation.

Work Environment & Schedule

- This is a **full-time, exempt** position based in **Bend, OR**.
- The role involves a mix of **office-based work and community engagement**, including site visits and partnership meetings.
- Occasional evening and weekend work is required for events and meetings.
- Some **regional and statewide travel** is expected.

HOW TO APPLY:

Please submit a **resume and cover letter to jobs@rootedhomes.org**. Applications will be reviewed on a rolling basis until the position is filled. **Application Deadline: March 11, 2025**

###