



HCNW

HOMEOWNERSHIP CENTER
NORTHWEST

Title: Executive Director
Location: Tacoma, Washington
Reports to: Board of Directors
Benefits: Medical/Dental/Vision, Vacation, Sick, Holidays, Retirement, Life Insurance
Compensation: \$90,000-110,000

Organization Overview

Our mission is to foster equitable and sustainable homeownership, creating pathways to generational wealth and stability for low-to-moderate-income people from marginalized communities.

HCNW builds new and rehabilitates existing homes and offers them for purchase to our vetted pipeline of homebuyers. HCNW walks alongside our potential homebuyers, providing the education and financial counseling necessary to help them become ready and confident in their decision to purchase a home. Once a qualified homebuyer has been matched with one of our homes for sale, we provide significant downpayment assistance needed to satisfy lender requirements for a home loan. It is this combination of home development in concert with homebuyer support services that has allowed HCNW to succeed in its mission for the last 30 years.

Position Overview

The Executive Director is responsible for overseeing the administration, programs, strategic direction, and financial sustainability of the organization. The Executive Director reports directly to the Board of Directors and leads the organization to achieve its mission to provide affordable homeownership opportunities and foster community stability and revitalization in under-resourced neighborhoods.

Key Responsibilities

Leadership and Strategy

- Develop and implement strategic and operating plans, in partnership with the Board of Directors, to advance the mission and goals of the organization.
- Provide leadership in implementing programs and services that meet community needs while promoting long-term sustainability.
- Collaborate with the Board of Directors to establish organizational policies and ensure governance best practices.
- Represent Homeownership Center Northwest in the community, serving as the key spokesperson and advocate for affordable homeownership.



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Fundraising and Development

- Lead fundraising efforts, including grant writing, special events, donor engagement, sponsorships, and capital campaigns, to ensure the financial health of the organization.
- Cultivate and maintain relationships with funders, government agencies, foundations, corporations, and individual donors.
- Identify and pursue new revenue streams, partnerships, and opportunities for program expansion.

Program Management

- Oversee the design, implementation, and evaluation of affordable homeownership programs, ensuring they align with the organization's mission and meet community needs.
- Ensure that programs maintain high-quality standards and are accessible to diverse communities.
- Foster relationships with partner organizations, government agencies, and other nonprofits to maximize program impact.

Financial and Operational Management

- Develop and manage the organization's annual budget, ensuring financial integrity and accountability.
- Oversee day-to-day operations, including staffing, financial management, and resource allocation.
- Ensure compliance with all applicable laws, regulations, and grant requirements.
- Provide regular financial reports and updates to the Board of Directors, with a strong commitment to transparency, accountability, and high-ethical standards.

Team and Culture

- Build and maintain a positive, inclusive organizational culture that reflects the organization's values.
- Recruit, hire, and retain a high-performing team. Provide coaching, mentoring, and professional development opportunities to staff.
- Promote diversity, equity, and inclusion in all aspects of the organization's work.



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Required Qualifications

- Bachelor's degree in nonprofit management, public administration, business, accounting, or related field, or comparable work experience
- Minimum of 5 years of documented progression of responsibility in leadership roles within nonprofit organizations, preferably in affordable housing, homeownership, or community development sectors.
- Proven track record in fundraising, including securing major gifts, grants, and corporate sponsorships.
- Strong financial management skills, including experience with budgets, financial reporting, and compliance.
- Excellent written and verbal communication skills, with experience in public speaking and media relations.
- Demonstrated commitment to diversity, equity, and inclusion as non-negotiable principles for accomplishing this organization's mission.
- Ability to engage with and inspire a diverse range of stakeholders, including board members, staff, donors, and community partners.
- Experience working with boards of directors and leading strategic planning initiatives.

Preferred Qualifications

- Experience in affordable housing, homeownership programs, or community development.
- Familiarity with local housing markets and affordable housing policies.
- Knowledge of state and federal grant management and compliance requirements, specifically in affordable housing development.
- Familiarity with real estate development, construction management, financial counseling, first-time homebuyer counseling, and/or mortgage lending for low-income buyers.
- Experience working with a culturally and/or economically diverse community.

Benefits and Compensation

- \$90,000-110,000, depending on experience
- 4-day work week
- 100% employer covered medical, dental and vision insurance
- Life insurance
- 3% employer match retirement contribution
- 10 days paid vacation
- Paid sick leave
- Paid holidays, including the week between Christmas and New Year's Day
- Paid family leave
- Professional Development opportunities

Physical: 934 Broadway Tacoma, WA 98408 | Mailing: PO Box 1102, Tacoma, WA 98408

hcthomes.org | 253.627.6560 | EIN: 91-1604011



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Application Process

Please submit a resume detailing your applicable experience and a cover letter (not to exceed 1 page) indicating the reason for your interest and examples of your experience in the areas outlined above to: sue@hcthomes.org. Priority given to applications received by October 7th.

Equal Opportunity Statement

HCNW is committed to diversity, equity, and inclusion and affirms that all persons of all cultures, ethnicities, colors, abilities, religions, genders, ages, marital status, family status, sexual orientations, native languages, and spiritual beliefs are welcomed and encouraged to apply.