

Job Posting: Strategic Growth Director

Council of Infill Builders

About the Council of Infill Builders

The Council of Infill Builders (CIB), established in 2010, is a 501(c)(3) nonprofit corporation of real estate professionals committed to improving California through infill development. Infill development revitalizes neighborhoods and communities, provides transportation choices, creates viable close-knit mixed-use areas, reduces greenhouse gas emissions and improves the overall economy. CIB seeks to educate the public and policymakers about these benefits through research and outreach.

Classification

Part time contract. Role begins at 10-20 hours per week with possible increase to full time after six months.

Job Description

The Strategic Growth Director will lead CIB's efforts to grow in membership, services, and public influence. After 13 years of operation as a mostly grassroots, volunteer-driven effort, CIB is now hiring its first paid staff person to help seize this moment of California policy change and ultimately facilitate the creation of denser, greener, and more affordable cities.

Reports To: Council of Infill Builders Board of Directors

Position Goals

This position has both external and internal goals.

External: to advance a healthier environment for infill development by educating cities, policymakers, and the public on the needs and realities of infill builders.

Internal: To achieve fiscal sustainability and increased programmatic reach by growing existing membership and programming, and introducing new programming as needed.

Existing programming includes educational seminars and legislative updates for members, events and convenings, and the creation and dissemination of policy analysis relevant to positive change for California's infill builders.

The Growth Director should have working knowledge of managing and building a non-profit organization. They should understand the unique opportunity to fundraise around this topic to further the goals and influence of the organizations mission. They should also have a general understanding of the development process in California's major metropolitan areas. More importantly they should be aware of the constraints to building infill housing both politically and economically. Knowledge of industry specific issues related to permitting and impact fees, the construction and lease-up process, and other related topics is a plus. Additionally, the Director

should be a skilled communicator, highly organized, and strong with data and business scenario forecasting.

In addition, this role will include determining if the non-profit status of this organization (501c3) is in line with the goals and mission of the organization or if a shift or addition of a 501c6 arm of the organization is needed.

This position is ultimately an exciting opportunity for a creative, entrepreneurial professional to leverage their organizational development skills and their expertise on the built environment to address the ongoing housing crisis in California.

Responsibilities and Duties: The Director will be engaged in the following responsibilities and duties:

- Enhancing and implementing a strategic growth plan: plotting a path to grow the organization's influence and impact, such as through growing membership and funding, as well as determining the proper ratios of the below additional tasks, and share this path with the Board for approval.
- Member relations and growth: communicating with members (newsletters, individual outreach), attending member events, and growing membership
- Programming: organizing member events, panels, webinars, and legislative briefings
- Policy: working with coalition partners, evaluating legislative proposals, supporting organizational priorities, drafting support letters
- Public communications: drafting op-eds, updating the website, general newsletters
- Local government consulting: overseeing workshops & report drafting for the CIB's consulting work for local governments
- Internal administration: communicating with board members, overseeing consultants, finances, etc.
- Other duties as assigned

Should the position develop into a full time one, responsibilities are anticipated to shift more towards policy work with coalition partners over time.

Qualifications: In order to meet their responsibilities, the ideal Director candidate will have or be the following

- 4+ years of experience in the housing or development sector, or other relevant experience
- Experience with organization governance and leading without direct authority; nonprofit governance experience a plus
- Proven track record of growing organizations through entrepreneurial analysis, testing, and programmatic investment
- An ability to thrive in a dynamic environment; able to shift gears quickly to adapt to changing priorities and enjoy doing a bit of everything

- Excellent verbal and written communication skills with a focus on being able to synthesize complex concepts, information, and a strong point of view to make decisions in collaboration with others
- Strong skills with Excel, particularly business planning and scenario forecasting
- Competent as a collaborator and skilled cross-functional communicator, as well as be able to work independently
- A strong commitment to the social, racial, educational, and economic equity goals associated with greater infill development

Compensation: The compensation for this contract role is \$60 - \$80 per hour, depending on experience

Start Date: ASAP but we can be flexible for the right candidate

To Apply: Submit a one-page cover letter and CV to staff@councilofinfillbuilders.org