



THRIVE SANTA ANA INC, COMMUNITY LAND TRUST Executive Director Position Announcement

[[disponible en español](#)]

Executive Director (ED)

Job Title: Executive Director (Full Time)

Salary Range: \$90,000 - \$95,000

Deadline: Application will be accepted until February 26, 2024

Supervisor: Board of Directors

Location of Office: Santa Ana, CA

THRIVE Santa Ana is a community land trust with a mission to achieve equitable economic development, led by Santa Ana residents. THRIVE supports the inter-generational leadership of neighborhoods and people who have historically been excluded from decision-making. Low-income renters, immigrants, youth and others are encouraged to share their vision and build their capacity for neighborhoods that are healthy, inclusive, and affordable.

We are hiring an Executive Director who will be responsible for overseeing the administration and overall operations of the organization. The ED is responsible for the implementation of the strategic plan to guide THRIVE Santa Ana Community Land Trust. The ED manages THRIVE Santa Ana personnel and operations, develops resources to ensure financial health, and acts as a key liaison with partners and community members to ensure the fulfillment of THRIVE's mission. The ED will play a key role in establishing THRIVE's real estate acquisition, rehabilitation and development strategy to ensure effective growth and sustainability of the land trust. The position reports directly to the Board of Directors.

PRINCIPLE ROLES AND RESPONSIBILITIES

ADMIN/ MANAGEMENT

- Provide leadership for organizational development in areas such as strategic planning implementation, systems improvements (payroll, accounting, project management, vendors/contractors, grant management, nonprofit compliance)
- Leading staff hiring, development, and performance management

- Supervise team members, and coordinate administrative functions for the organization
- Supervise programs management, including Walnut and Daisy, membership, advocacy initiatives, and new programs as THRIVE begins to provide affordable housing opportunities
- Act as main contact for community partners on behalf of THRIVE
- Ensure that the organization's advocacy, real estate projects, and programs are well coordinated and executed among staff, while being accountable to THRIVE, its membership, and Santa Ana's low income, BIPOC communities

OVERALL LEADERSHIP AND VISION

- Implementing the organization's strategic plan
- Develop and administer procedures and policies to strengthen internal systems for personal and organizational sustainability
- Establish decision-making processes for consensus building and a healthy team dynamic
- Design and maintain work plans, support staff in executing individual roles and responsibilities, and facilitate collective projects

FINANCIAL STRATEGY AND OVERSIGHT

- Develop and execute a fundraising & organizational development strategy
- Prepare annual organizational budgets (through a participatory budgeting process)
- Overseeing annual budgets
- Prepare quarterly and annual financial statements together with the Bookkeeper and the Treasurer to present to the Board of Directors

PARTNER AND COMMUNITY RELATIONS

- Build greater awareness of the THRIVE CLT model and maintain a positive image of THRIVE's work, participating in convenings, regional or state working groups, and events
- Represent the organization in its relationships with government agencies, community organizations, media, and other stakeholder groups
- Support partnerships with funders, financial institutions, real estate professionals, collaboratives and other agencies

SUPPORT FOR THE BOARD OF DIRECTORS

- Maintain a strong working relationship with the Board of Directors to help actively advance board development, capacity building, and retention
- Support the board in its efforts to ensure that the Board of Directors represents Santa Ana residents, and other stakeholders, including a range of life experiences and relevant professional skills

SKILLS AND QUALIFICATIONS

MINIMAL

- Commitment to the organization's mission, vision, and values
- Ability to work well with diverse groups and people
- Strong commitment to social justice, economic, gender, and racial justice
- Understanding of the complex realities faced by renters, low-wage workers, and migrant communities, as well as a commitment to building leadership with these communities
- Willingness to lead the organization together with staff, members, and community. Experience building consensus among multi-stakeholder groups
- Strong personal organization, planning and time-management skills
- Strong written and good interpersonal communication skills, attention to detail, and ability to manage multiple tasks regularly
- Ability to use e-mail, social media, applications such as Microsoft Word, and online applications such as Google Drive, Google Docs, and Google Calendar, Canva, other design and/or database applications
- Effective communicator and decision-maker

PREFERRED

- Significant expertise and familiarity with the Community Land Trust model and community development
- Lives in Santa Ana or has several years of experience working with BIPOC communities similar to Santa Ana
- Knowledge of issues related to community lands, gentrification and displacement, and the crisis around health, housing, and the lack of community spaces in Santa Ana and Orange County
- Familiarity with local history, city/neighborhood geography, local organizations, political landscape, land use issues, etc
- Five or more years of experience in the field of urban planning, real estate, affordable housing or community development is preferred
- Bachelor's or Master's degree; or 5+ years of work experience in mid-level or executive nonprofit positions
- Proven fundraising track record and experience securing various financial resources, including public and private funds, national and state grants, donations, and project-related income
- Experience with just transition values and non extractive economic models is strongly desired
- Three or more years of experience managing, leading, hiring and developing staff
- Access to a vehicle or other mode of transportation
- Bilingual; excellent verbal skills in English, Spanish, or other languages common in Santa Ana

- Experience with translation and interpretation in Spanish and English

HOW TO APPLY

Send an email to admin@thrivesantaana.org with the following materials, PDF format strongly preferred:

1. A cover letter written by you, introducing yourself and stating your interest in the job, the main points of your experience and skills, and your contact information (phone number and email).
2. A resume outlining your job experience, roles and responsibilities you have held, as well as any special skills you have. If you need any more information, please contact THRIVE Santa Ana at (714) 987-2009.