



## **Eviction Defense Collaborative**

995 Market Street, Suite 1200  
San Francisco, CA 94103

### **Executive Director**

#### **Position Summary**

The Executive Director serves as the chief executive officer of the EDC, with primary responsibility for growing and improving the quality of the programs and fundraising, and providing leadership for the board committees, the agency and the community at large. Reporting to the board of directors, the Executive Director ensures that the EDC is fiscally sound and that its internal and external communications, fundraising and programs are meeting the needs and interests of its constituents. The Executive Director is responsible for the overall direction and management of the organization's programs, services, resource development, finances and personnel, in accordance with the organizational mission and operational policies of the EDC.

#### **Qualifications:**

1. 2 to 5 years senior-level leadership/management experience, with significant experience managing financial activities, development, operations and human resources, budgeting, contract administration, and strategic planning, preferably in a nonprofit organization or with considerable interaction with the nonprofit sector. Experience working in the tenants' rights field preferred but not required.
2. Graduate degree in an applicable field of study from an accredited college or university is preferred. Law degree and experience as a practicing attorney is a significant positive but not required.
3. Demonstrated capacity to build alliances and create collaborative relationships with other nonprofit/governmental entities.
4. Proven ability to build and maintain highly motivated and diverse staff teams. Visionary, yet grounded.
5. Exemplary communication skills, including public speaking and writing, and an ability to network and develop and maintain relationships with community representatives, business executives, foundation officials, donors and the media.
6. Possess integrity, a strong work ethic, and passionate commitment to the work of the EDC.

7. Comfort, familiarity, and capacity to work within the context of diverse communities and cultures.
8. Comfort in working in a less structured hierarchy of staff.
9. Demonstrated success in working with varied programs. Able to set priorities, track and monitor performance, complete projects and report on multiple projects and programs concurrently.
10. Substantial record of successful fundraising from public and private sources to support nonprofit agency programs. Experienced in a variety of donor campaigns.
11. Entrepreneurial drive in exploring new opportunities and creating new programs.

**The Ideal Candidate:**

The ideal candidate brings passion for the mission of preventing homelessness and keeping families stably housed. The ideal candidate is credible, competent and compassionate, with the ability to build a working team internally and serve as a strong voice to the community externally. He or she can both lead and manage, and bring technical competence, strategic vision and articulate engagement. A track record of leading a similar sized and aligned organization is a tremendous plus.

**The Organization:**

The Eviction Defense Collaborative (EDC) provides legal assistance and advocacy to low-income and indigent tenants in San Francisco who are being evicted, by helping them draft legal papers in response to the eviction case and by providing them with legal information and referrals to assist them in fighting the eviction. The EDC also administers one-time rental assistance grants/loans to help tenants who are behind in their rent to pay the rent and stay in their homes. The work at the EDC is made possible by a small staff and many volunteers from local schools and the community. The work environment at the EDC is collegial and we work as a team to help the tenants who seek our help. The EDC is funded by the City and County of San Francisco as part of its ongoing efforts to reduce homelessness and preserve affordable housing, by payments from tenants seeking our help, and by contributions from other non-profits, foundations and individual donors.

We are strongly committed to diversity and encourage applications from people who can contribute to our diversity. All qualified applicants will receive consideration for employment without regard to the fact or perception of their race, creed, religion, color, ancestry, national origin, age, sex, sexual orientation, gender identity, domestic partner status, marital status, disability, weight, height or AIDS/HIV status.

**To apply:**

Please submit a resume, cover letter and salary requirements to:  
[tiela.chalmers@evictiondefense.org](mailto:tiela.chalmers@evictiondefense.org).