

# Executive Director

[UCHA Student Co-op](#)

April 16, 2021

Westwood, California

---

## UCHA Executive Director Job Description

**Position:** Executive Director

**Reports to:** Board of Directors

**Supervises:** Facilities Manager, Kitchen Manager, Finance & Accounting Manager

**Compensation:** \$7,500 per month + comprehensive benefits. This is a salaried-exempt position. Immediate raise of \$1,500 per month and \$15,000 bonus upon the completion of high priority projects. Food and parking provided.

### Schedule & Working Conditions:

This position will split time working from home and in a private office, as necessary.

Candidates are expected to be able to work at the computer for extended periods of time, attend meetings that could be longer than three hours as needed, and work during evenings, holidays and weekends on an occasional basis.

**Starts as soon as possible.** Will be expected to work 45-50 hours per week, lowered to 40 hours per week after the completion of high priority projects.

### Contract Term:

This is a position with a 6-month contract period, subject to renewal by the Board of Directors annually.

### About the UCHA Student Cooperative:

The University Cooperative Housing Association is a 501(c)3 non-profit housing cooperative. Since 1938, it has provided affordable housing to college students in the Westwood community. The cooperative is governed by a board of directors consisting of students and researchers elected by the organization's membership. As a student-run organization, members engage in collaborative labor to complete most administrative and maintenance tasks in the cooperative.

### Scope of the Position:

The ED will be responsible for maintaining the UCHA operational and financial integrity as the Board evaluates their capacity as a longterm Executive Director.

The ED will be responsible for managing professional staff and collaborating with the Board of Directors in evaluating, developing, and implementing operational policies, including fundraising and external relations.

## PRIORITY RESPONSIBILITIES

The ED will focus on the following areas:

### COVID-19:

- Oversee the organization's COVID response planning and execution.

### Financial:

- Oversee fundraising efforts including capital campaigns, grant applications, and other forms of revenue generation.
- Ensure sustainable budget oversight, development, and transparency.
- Support the Board with long-term strategic organizational and financial planning.

### Leadership:

- Streamline workflows and make changes necessary within Departments to ensure timely delivery of outcomes.
- Support staff and membership morale through the transition period as the pandemic is eased.
- Develop a leadership transition plan and provide a stable foundation for future changes in staff and the Board of Directors.

### Planning and Evaluation:

- Lead evaluations of the UCHA's services and business processes to identify potential improvements.
- Support the development of a Strategic Plan, considering ongoing priorities such as diversity, equity, and inclusion, crisis management, emergency preparedness, and financial restructuring.
- The Strategic Plan will include the mid and long-term priorities of **expansion of the organization, setting up a robust, central IT system, and digitizing our accounting system**. These are extremely important goals for the UCHA Board of Directors, and the skill to successfully execute them is considered an essential qualification for the Executive Director position.

### Negotiations:

- Support the Board in negotiations with external entities, particularly with professional services.

## OTHER RESPONSIBILITIES

### Human Resources:

- Ensure compliance with labor laws.
- Provide mission-centric training and support to staff.
- Play a leading role in maintaining a positive and accountable workplace and organizational culture.
- Respond to employee and membership concerns in a timely manner.

**Fundraising:**

- Oversee the fundraising committee, evaluate the possibility of employing staff for fundraising.
- Developing and maintaining positive relations with donors, including foundations, alumni, and local businesses.

**Financial Management:**

- Develop, implement, and revise financial strategies, as necessary.
- Provide periodic financial reports to the Board of Directors and other external stakeholders.
- Develop an annual budget in close collaboration with members, the Board of Directors, and staff.
- Ensure transparency during the development of the budget and through financial reports on actual transactions.

**Community and Partner Relationships:**

- Increase awareness of UCHA's role in the community.
- Sustain relationships with key nonprofit, community, business, and governmental partners to better serve the needs of UCHA's mission.

**Board Support:**

- Facilitates effective member engagement in collaboration with the UCHA President and the Board.

**SKILLS & EXPERIENCE****Required:**

- Excellent interpersonal and communication skills, including in high-stress and emergency situations.
- Five or more years of demonstrated personnel management experience.
- Three or more years of experience in budget and asset management and financial operations.
- Commitment to the vision of the UCHA as expressed in the Mission Statement, Articles of Incorporation, and its Guiding Documents.
- Experience working in non-profit organizations, membership organizations, or housing cooperatives.
- Bachelor's degree or higher.

**Strongly Preferred:**

- Seasoned nonprofit manager with successful senior-level experience managing a complex organization.
- Comprehensive familiarity with nonprofit management.
- Experience working with community and partner organizations, funders, and city and state governments.
- Experience in an environment with democratic or cooperative decision-making.

- Experience working within or with Boards of Directors.
- A Master's degree related to administrative work.

### **Desired Attributes:**

- Team builder experienced in staff coaching and performance management.
- Ability to delegate effectively to the management team and undertake a sustainable, strategic workload.
- Ability to identify and consistently engage in professional development / skill-building opportunities.

### **HOW TO APPLY**

Applications will be reviewed on a rolling basis and applications are open until the position is filled.

Email applications as one single attached document (PDF) to Taylor Womack, UCHA Board President, to EMAIL: [bod@ucha.coop](mailto:bod@ucha.coop), with the subject title "UCHA Executive Director Application."

Complete applications include:

1. Letter of Interest (600 words max) clearly outlining the specific skills, knowledge, and experience you bring to the job and how those are a good fit with the responsibilities of the position.
2. A complete resume (2 pages max) detailing relevant experience, work history, education, and accomplishments.
3. At least 3 references, including your current or most recent supervisor, name, title, email, phone, city and state information, and your relationship to them.

For more information, please email questions to [bod@ucha.coop](mailto:bod@ucha.coop)

**UCHA IS AN EQUAL OPPORTUNITY EMPLOYER**