



Chicago Area Fair Housing Alliance

Executive Director Position Announcement

The **Chicago Area Fair Housing Alliance (CAFHA)** is a 501(c)(3) nonprofit with a mission to advance fair housing justice in the Chicago region through policy advocacy, collaborative action, and education. Rooted in the Civil Rights Movement and the Fair Housing Act of 1968, CAFHA has spent 39 years fighting to uphold fair housing laws and expand access to dignified housing options throughout the Chicago region.

Our work centers on three core program areas:

- **Policy Advocacy & Organizing:** Building coalitions with impacted leaders and a robust network of organizational partners—from community-based organizations to legal service providers—to advance equitable housing policies and programs across the housing ecosystem.
- **Research:** Conducting community-driven, participatory research that directly supports our advocacy initiatives.
- **Education & Outreach:** Providing training on housing rights and responsibilities while monitoring and supporting the enforcement of fair housing protections.

CAFHA stands at a pivotal moment of momentum and transformation. With our newly launched strategic plan, a passionate 7-member staff, community leaders deeply committed to housing justice, and an engaged supportive board, **we seek a visionary leader to guide our next phase of growth and impact.**

POSITION OVERVIEW

Title: Executive Director

Reports to: Board of Directors

Location: Remote with periodic in-person meetings and events in Greater Chicago, IL

Position Type: Full-time (32-hour work week), Exempt

Salary: \$95,000-\$105,000

Benefits:

- 100% employer-paid health, dental, and vision coverage
- 32-hour workweek with generous paid time off
- Short-term disability and life insurance
- Employer retirement contribution
- Flexible remote work arrangement

THE OPPORTUNITY

As Executive Director, you will provide visionary leadership to advance CAFHA's mission by overseeing organizational operations, finances, fundraising, staff development, and program strategy. You will guide our team in setting an advocacy agenda, organizing directly impacted leaders, and strategically advancing this agenda to create lasting change.

The ideal candidate brings a profound commitment to movement building and housing justice, with proven experience mentoring staff, creating a supportive organizational culture, and securing resources to advance our collective goals. Your leadership will be characterized by relationship-building rooted in mutual accountability and respect for staff, external partners, community leaders, and funders.

KEY RESPONSIBILITIES

Strategic Leadership & Organizational Management

- Partner with the Board and staff to implement creative strategies advancing CAFHA's mission in alignment with our strategic plan
- Monitor and report on strategic plan progress and outcomes
- Oversee planning, administration, and evaluation of programs and initiatives
- Develop and implement policies ensuring efficient communication, collaboration, and operations
- Stay current on emerging fair housing issues and trends regionally and nationally

Resource Development & Financial Stewardship

- Cultivate and sustain relationships with diverse funding sources including foundations, government, corporations, and individual donors
- Lead grant writing, proposal development, and reporting processes
- Work with Board and finance staff to develop and manage organizational and project budgets
- Ensure financial stability, transparency, and compliance with fiscal obligations

Team Leadership & Culture

- Foster a positive work environment built on collaboration, mutual accountability, and appreciation
- Mentor and guide the CAFHA team, ensuring alignment on priorities and processes
- Oversee HR functions, staff recruitment, hiring, onboarding, and employee performance reviews
- Create pathways for professional development and growth opportunities for all team members

External Relations & Communications

- Represent CAFHA's mission and advocacy priorities to partners, funders, media, and stakeholders
- Develop compelling communications that effectively convey our impact and vision
- Build and nurture strategic partnerships to advance housing justice initiatives
- Serve as a thought leader and advocate in regional housing justice conversations

Board Partnership

- Develop strong working relationships with Board members through open, consistent communication
- Prepare for and participate in Board meetings as an ex-officio member
- Assist in Board recruitment and development efforts
- Provide regular updates on organizational progress, challenges, and opportunities

SKILLS & QUALIFICATIONS

- **Mission Alignment:** Deep commitment to housing justice, racial equity, and the transformative power of community organizing
- **Strategic Vision:** Self-directed, creative approach to advancing organizational goals
- **Fundraising Credentials:** Fundraising experience with demonstrated success in securing major gifts, government grants, and/or foundation support- or CFRE (Certified Fund-Raising Executive)

- **Financial Management:** Experience managing program or organizational budget of \$500,000+; understanding of nonprofit accounting principles and financial reporting; and the ability to translate financial information for board and staff decision-making
- **Leadership & Management:** Minimum 3-5 years in a leadership role ideally within a nonprofit organization; demonstrated success in staff supervision, development, and team building; openness to giving and receiving constructive feedback
- **Advocacy Background:** Experience with legislative advocacy, policy development, and/or community organizing, ideally with BIPOC leaders and organizations
- **Knowledge Base:** Understanding of fair housing issues and relevant laws/legislative processes in Illinois or transferable knowledge
- **Communication & External Relations:** Exceptional written and verbal communication skills; public speaking experience; ability to represent the organization to diverse stakeholders including the media
- **Lived Experience:** Preference for candidates with lived experience or direct work with those facing housing instability/discrimination
- **Collaborative Mindset:** Ability to activate and grow our strong network of partnerships
- **Organizational Abilities:** Skills in managing multiple priorities, delegating effectively, and meeting deadlines
- **Board:** Experience working effectively with a nonprofit board of directors desired
- **Mobility:** Ability to travel throughout the Chicago metro region as needed

OUR CULTURE

CAFHA values shared leadership, lived expertise, and trauma-informed practice while deeply respecting work-life balance. We prioritize creating safe spaces, practicing empathy, fostering inclusivity, and promoting self-care. Our organizational culture celebrates the unique contributions of staff and community leaders through collaborative decision-making processes. We strive to provide pioneering benefits, address power and privilege within our operations, and grow together as an organization.

APPLICATION PROCESS

To Apply: Submit your resume and cover letter to apply@cafha.net with the subject line: "Executive Director Application"

Priority Deadline: May 23, 2025 (Applications will be considered until the position is filled).

The Chicago Area Fair Housing Alliance is an equal opportunity/affirmative action employer. CAFHA recognizes the unparalleled expertise of those who have directly experienced housing instability or discrimination and/or those who have been most burdened by our region's pervasive residential segregation. Upon request, accommodations in the application process will be provided to individuals with disabilities.