



Project Director Mountain Housing Council

TTCF is seeking a Project Director of Mountain Housing Council, an initiative of Tahoe Truckee Community Foundation, that is intended to run until June of 2023. We are looking for a seasoned facilitator and project manager to lead the effort. Candidates should have experience managing collaborative projects with various partners and political nuances. Must have excellent communication skills, ability to manage multiple priorities, capable of understanding partner needs and building trusting relationships.

Estimated hours: 20-27 hours per week

Duties Include:

- General Project Management
- Facilitating a variety of public meetings, internal working groups to drive strategy and execution of MHC
- Oversee communication personnel and consultants to ensure alignment of messaging, timely coordination of Partners and transparent progress for community
- Work with Partners and consultants to engage community to both educate and inform

Qualifications:

- Seasoned experience in community engagement efforts
- 5 years minimum in role(s) in which facilitation is required
- Ability to think innovatively and creatively
- Proven experience in working across multiple agencies and stakeholders in a collaborative role
- Strong data, research and analysis skills
- Strong written and presentation skills
- Background in housing work desired
- Applicants of color are encouraged to apply

General Project Management: Estimated 3-5 hours per week

- Oversee consultant contracts, timely and quality deliverables, and invoicing to TTCF
 - Policy Contract
 - Communication and digital contract
 - Regional Housing Action Plan
- Between Council meetings, liaise with agency and stakeholders and other work group efforts
- Strategize and provide recommendations for how to address collaboration and process
- Oversee and work closely with part-time Project Coordinator





- Develop deep understanding of the local, state and national housing issue by researching best practices, reading articles and books and approaching the work with interest and dedication of moving forward
- Oversee and help develop Partner reports (twice a year) including narrative on outcomes and budget
- Oversee quarterly production of dashboard with agreed upon MHC metrics

Meeting Strategy and Facilitation: Estimated - 10-12 hours per week

- Serve as the neutral, impartial facilitator of the various MHC stakeholder meetings per the tenants of the MHC Collaborative Agreement
- Host/Facilitate MHC Partner meetings - *6-10 meetings per month* that include but not limited to working groups, tiger teams, and quarterly MHC meetings
 - Work with Partners, TTCF and Coordinator to set strategy and agenda
 - Oversee preparation and distribution pre-reading documents
 - Facilitate discussions, run meetings in a timely manner, drive outcomes
 - Review and approve meeting notes, summaries and minutes
 - Produce charters for various working groups and tiger teams
- Host/Facilitate *2-3 quarterly* stakeholder meetings and public outreach meetings
- Participate in *2-3 weekly* MHC and TTCF internal planning meetings
- Track and archive work products

Communications: Estimated - 3-5 hours per week

- Coordinate all MHC communication strategies with TTCF
- Oversee communications contracts with outside agencies that includes website, email communications, digital storytelling and representation of MHC information
- Oversee overall communication effort for MHC both internal among team, internal among MHC partners and externally with community and stakeholders
- Serve as lead spokesperson for MHC
- Work with Partners, especially *Community* Partners to leverage communication platforms into the community

Community Outreach: Estimated -3-5 hours per week

- Serve as main community contact for MHC inquiries and references to Partners
- Ensure that Partner agencies are connecting back to their Boards
- Serve on key Partner Agency task forces such as Tahoe Regional Planning Authority's Housing Working Group, Town of Truckee's GPAC as Housing Advocate
- Attend key public meetings in which housing decisions that are aligned with MHC are being discussed

To apply, send (1) professional statement of values, (2) resume, and (3) compensation history and requirements to jobs@ttcf.net.

