

About Pee Wee Homes:

Founded in 2016, Pee Wee Homes is an innovative non-profit organization based in Chapel Hill/Carrboro with a mission to create dignified, affordable, tiny homes in a caring community for, and with, people transitioning out of homelessness. We build, manage, and support affordable, accessible, small homes -- homes that individuals with fixed income or earning minimum wage can afford; homes that allow older individuals to age in community; and, importantly, homes that support independence in the context of community.

Pee Wee Homes has developed three vibrant affordable housing communities of seven total housing units. The seven residents of these homes have made the transition out of homelessness, collectively accumulating over a dozen years of housing stability. Another site that includes three additional homes is under development. We have identified and are exploring several more promising sites. Pee Wee Homes has an operating budget of ~\$250,000 per year and supportive leadership, including a resident support coordinator and active board of directors, half with lived experience of homelessness.

About the Position:

Pee Wee Homes is at an exciting stage of growth and development. We recently finished a strategic plan. This year, we added a resident support staff position to provide ongoing support to our seven residents. And we will soon break ground on our next three Pee Wee Homes!

We are looking to hire an Executive Director to lead the implementation of our strategic vision and mission, to coordinate and manage our small staff and volunteer team, to spearhead our fundraising and stewardship, to help us build more homes, and to strengthen the Pee Wee Homes community. This is Pee Wee Homes' only full-time staff position and requires proactive coordination and engagement with our resident support coordinator, board members, interns, residents, partners, and a range of community stakeholders.

Key Attributes of Executive Director:

- Listening-centered: You believe in the power of listening as the primary mode of leading and community building;
- Process-oriented: You have the technical capacity for systems management and the consistency to maintain current processes effectively;
- Passionate about housing justice: You believe that housing is a human right, and are committed to building an affordable housing nonprofit that centers just and equitable practices;



Key Attributes, Continued:

- Sense of humor: You find lightness in the work and take joy in the nuts and bolts of pursuing community justice;
- Accountable: You work well independently and within the context of a team environment and hold yourself and others to high standards, always with a good dose of grace; and,
- Community-driven: Your commitment to mutually respectful cross-cultural and cross-class relationships and your experiences in community fuel your work

Primary Duties/Responsibilities:

Strategic Leadership:

- *Ensure that our mission is fulfilled, primarily by leading efforts to create more high quality affordable housing and sustain a supportive community with the Pee Wee Homes model*
- *Coordinate next steps of Pee Wee Homes' strategic plan with the Board, staff, and residents, including the development of operational systems that help translate vision into action*
- *Build and maintain strategic community relationships and partnerships across Orange County to develop additional build sites, provide quality support to our residents, and advocate for policies and funding in support of affordable and equitable housing*
- *Implement formal policies and procedures promoting diversity, inclusion, and equity throughout the entire organization*
- *Help strengthen the Pee Wee Homes community, especially the connections among residents, staff, board, and the broader community.*

Resource Development and Stewardship/Financial Management:

- *Develop and implement a multi-year budget and fundraising plan for operations and construction, building sustainable revenue to support Pee Wee Homes' vision.*
- *Ensure stewardship of resources: lead follow-up reporting and donor appreciation, maintain organizational compliance, and manage financial resources in partnership with our Treasurer and Bookkeeper, ensuring fiscal integrity of our budget and all funds and contributions received.*
- *Oversee and contribute to external communications to share our model and expand the networks of the Pee Wee Homes community.*

Organizational Development & Management:

- *Hire, support, and retain competent, qualified staff and contractors.*
- *Maintain regular communications with the Board's Executive Committee and provide the Board with the necessary reports, support, counsel, and information necessary for effective board governance.*
- *Provide supportive supervision of our Resident Support Coordinator and coordination of staff, interns, and board committees, including our resident-support committee, our design & construction committee, and our resource development & communications committee.*
- *Ensure organizational compliance and pursue best organizational practices as we grow.*

Position Qualifications:

A successful candidate for this position will:

- Be a self-directed and collaborative team member who takes initiative, troubleshoots challenges, supports others' involvement, and reaches out proactively for support.
- Demonstrate a track record of program development, strategic partnership building, and people management skills.
- Have 3-5 years of experience in related fields (nonprofit management, homeless services, affordable housing, case management, property management). Background or interest in social work or public administration is a plus.
- Have a Bachelor's degree from an accredited college or university; applicants without a degree who have comparable nonprofit leadership will be considered.

Position Details:

- This full-time, salaried position will report to Pee Wee Homes' Executive Committee and will be based in Chapel Hill, North Carolina. This position is negotiable for a part-time (80%) position depending on the candidate's experience and preference. Pee Wee Homes does not have a central office but has access to a shared office space. While a substantial portion of the administrative work can be performed remotely, the position requires a significant in-person presence. Frequent face-to-face meetings in the Chapel Hill area are essential for effective organizational leadership and tenant/community engagement.
- Salary range is \$62,000-\$68,000 per year, commensurate with experience.
- Benefits include health insurance reimbursement, retirement contribution, and generous PTO.

To Apply: Submit a resume and cover letter to info@peeweehomes.org. Priority application deadline is October 15th. Position open until filled.

PWH is an equal opportunity employer, and strongly encourages applications from people of color, persons with disabilities, women, and LGBTQ applicants.



Read more about our efforts at peeweehomes.org
We look forward to hearing from you!