



# ADU Resource Center

## SAN MATEO COUNTY

### Seeking Founding Director

The ADU Resource Center of San Mateo County (“The Center”), launching in summer of 2024, seeks an energetic and entrepreneurial director to oversee the organization’s mission of increasing the number of Accessory Dwelling Units (ADUs), and particularly affordable ADUs, in San Mateo County. Launched as a collaborative of jurisdictions of San Mateo County that wish to increase housing/affordable housing, the Center will provide virtual and in-person services to help homeowners design, build, and lease ADUs. In addition, the Center will work directly with jurisdictions to improve their ADU policies and practices.

The director will be responsible for managing day to day operations of the Center including implementing a strategic plan developed in collaboration with jurisdictions and an advisory steering committee. The Center is envisioned as a highly collaborative project of thirteen or more jurisdictions, and a successful candidate will be comfortable quickly building relationships with local government staff. A successful candidate does not necessarily need to have experience with housing or ADUs, but should be interested in advancing housing equity, adept at facilitating a small team, and comfortable leading workshops for the public.

The ADU Resource Center is a project of [Community Planning Collaborative](#), and is fiscally sponsored by [Community Initiatives](#), a 501c3. Startup funding for the Center is provided by member jurisdictions of San Mateo County, [Home For All](#), the [San Francisco Foundation](#), and the [Silicon Valley Community Foundation](#).

The director will have a great degree of autonomy - and also many collaborators and existing resources from which to draw from. Community Planning Collaborative will provide oversight and be a thought partner. The [Napa Sonoma ADU Center](#) will provide assistance and resources. The director will work with an advisory steering committee on strategic planning.

This is a full-time, exempt position (open to ¾ time for the right candidate). We anticipate the director starting on or around July 1<sup>st</sup> (negotiable). Hours and work locations are flexible, but the director will need to attend meetings and events in San Mateo County as often as multiple times a week. Shared office space is available in Berkeley and/or in San Mateo County.



## KEY AREAS OF RESPONSIBILITY

### *Homeowner Outreach & Education*

- Provide outreach and education to homeowners to help them move from general interest in the concept of ADUs to taking steps towards building one
- Maintain and update the Center's website, guidebook, and other educational materials
- Develop and facilitate frequent webinars, workshops and presentations (both online and in-person)
- Oversee ADU feasibility assessments conducted by contract staff

### *Jurisdiction ADU Process Improvements*

- Build close working relationship with jurisdiction planning and housing staff through regular meetings or calls
- Stay up-to-date on each jurisdiction's ADU ordinances and permitting processes
- Provide technical assistance on ADU process improvements/ordinances, as requested

### *Strategic Planning*

- Participate in multi-year strategic planning with the advisory steering committee
- Develop annual work plans and goals

### *Affordable ADUs*

- Design and oversee loan or grant programs to support low income homeowners/support affordable ADU development

### *Organizational Management*

- Supervise 1-2 employees and contracted staff (year one)
- Manage an annual budget of approximately \$500,000 - \$600,000 (year one)
- Oversee fundraising and maintain relationships with funders



## REQUIRED QUALIFICATIONS

- At least 5 years of experience in nonprofit management, housing policy, affordable housing or other relevant experience
- Experience communicating complex topics to the public and to diverse communities
- Strong public presentation skills, both in-person and online
- Proven project management and people management skills
- Proficiency in Microsoft Suite of software programs and Google products
- Willingness to travel throughout San Mateo County, including evenings and weekends

## DESIRED QUALIFICATIONS

- Knowledge of ADU policy and/or construction
- Knowledge of construction permitting process
- Affordable housing experience
- Experience supervising others
- Marketing and events coordination aptitude and experience
- Keen research, analytic, organization and problem-solving skills
- Experience working with a volunteer governing body
- Experience with website management, email platforms and social media
- Ability to communicate in Spanish, Mandarin, Cantonese, Tagalog or other languages

## SALARY AND BENEFITS

- \$150,000-\$180,000, depending on experience
- Health insurance and dental insurance
- 401k
- 3 weeks vacation, 11 holidays, 7 sick days

## APPLICATION PROCESS

Please send a cover letter and resume to [jobs@planningcollaborative.com](mailto:jobs@planningcollaborative.com). We will be reviewing applications on a rolling basis and hope to have selected a candidate by mid-June.

Community Planning Collaborative is an Equal Opportunity Employer. We strongly encourage women, people of color, LGBTQIA+ persons, bilingual/bicultural people, people of different levels of physical ability, and all qualified persons to apply for this position.

