



chequamegon bay united impact land trust

CheqBUILT Executive Director Position Description

Organization: CheqBUILT

Location: Ashland & Bayfield Counties, Wisconsin

Reports to: Board of Directors

Employment Type: Full-time, exempt

Compensation: \$60,000–\$80,000 annually, depending on experience and qualifications

Benefits: Sick leave, vacation, retirement, and health insurance are included in the compensation package, available after successful completion of a 60-day probationary period

Employer of Record: NWCSA

Work Arrangement: Hybrid Negotiable

Office Location: 623 2nd Ave East, Ashland, WI

Deadline: March 27, 2026

About CheqBUILT

CheqBUILT is a 501(c)(3) community land trust (CLT) serving Ashland and Bayfield Counties. We work to create and preserve permanently affordable housing through community ownership, stewardship, and long-term affordability.

Vision: CheqBUILT envisions a vibrant community where all residents have housing that meets their needs.

Mission: To create and preserve permanently affordable housing for Ashland and Bayfield County residents.

Position Overview

The Executive Director (ED) is CheqBUILT's chief staff leader and is responsible for organizational leadership, system development, and execution of board-approved priorities. This role includes building and stewarding key organizational, financial, and programmatic systems, while working in close collaboration with the Board of Directors, technical assistance providers, and short-term consultants supporting specialized or first-time program development. The ED is accountable for integrating systems into daily operations, maintaining momentum, and advancing CheqBUILT's mission in a complex and evolving housing environment.

Core Responsibilities

1. Organizational Leadership & Governance

- Serve as the primary liaison between the Board, partners, funders, governments, and the community
 - Translate board priorities into clear work plans, timelines, and deliverables
 - Support board and committee operations, including agenda development, reporting, and strategic planning
 - Ensure compliance with board policies, legal requirements, and nonprofit best practices
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2. Financial Leadership & Capital Strategy

- Develop, recommend, and manage the annual operating budget in consultation with the Board and fiscal sponsor
 - Monitor cash flow, expenditures, and financial controls
 - Lead development of funding proposals and reporting requirements
 - Build and maintain relationships with local and regional banking institutions, WHEDA, and public funders
 - Work toward developing capital tools to support acquisition, rehabilitation, and working capital for housing projects
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3. External Relations & Fundraising

- Advocate for permanently affordable housing and the CLT model
- Maintain strong relationships with partners, including governments, tribal entities, lenders, and housing organizations
- Collaborate with the Board on fundraising strategy and donor engagement
- Support grant identification, writing, and stewardship

4. Program Development, Implementation & Stewardship

- Lead development, implementation, and ongoing management of CheqBUILT's housing programs
- Collaborate with consultants and Technical Assistance providers on specialized program design and compliance systems
- Ensure programs are operationalized with clear policies, workflows, and documentation
- Oversee homeowner education, stewardship, resale compliance, and monitoring

5. Project Development & Pipeline Coordination

- Identify, evaluate, and advance housing opportunities aligned with CheqBUILT's mission
- Coordinate feasibility review, due diligence, acquisition, and early development activities
- Serve as primary staff contact for Housing Assistance Council technical assistance (One Rural initiative)
- Track and report on project pipeline status and milestones

6. Operations & Administrative Systems

- Lead development and refinement of internal systems (administrative workflows, reporting, file management, scheduling)
- Manage consultants and coordinate with the fiscal sponsor on HR, payroll, and compliance
- Handle confidential and sensitive information with professionalism and discretion

Qualifications

- Alignment with CheqBUILT's values: democratic participation, community ownership, and environmental sustainability
- Strong written and verbal communication skills
- Ability to manage complex work across multiple domains with prioritization and structure
- Minimum 3 years' experience in nonprofit leadership, housing, community development, finance, or a related field
- Bachelor's degree (or equivalent experience)
- Residency in Ashland or Bayfield Counties preferred

- Valid driver's license and reliable transportation required
 - Ability to pass a background check
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What Success Looks Like

The successful Executive Director will:

- Build and steward effective systems without being isolated or overextended
 - Balance strategic leadership with practical execution
 - Use consultants and technical assistance effectively
 - Maintain clear communication and accountability with the Board
 - Advance CheqBUILT's readiness to deliver permanently affordable housing
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How to Apply

A complete application should include a resume or CV, a letter of interest or cover letter, and salary expectations. Please send applications to Kelly Westlund, CheqBUILT Secretary: kelly.westlund@cheqbuilt.org

For any questions or accommodations during the application process, please contact Kellie Pederson, CheqBUILT Board President: kellie.pederson@wisc.edu

Process Timeline

Posting of Position: February 13, 2026

Applications received by: March 27, 2026

Application Review & Interviews: April 2026

Tentative Start Date: May 2026