

COALITION FOR NONPROFIT HOUSING & ECONOMIC DEVELOPMENT



POSITION

Director of Housing Programs

POSITION SUMMARY

The Coalition for Nonprofit Housing and Economic Development (CNHED) seeks an energetic, experienced professional to join our team. The Director of Housing Programs will oversee the management of the Landlord Partnership Fund (LPF) and engage in research and capacity building activities to increase access to affordable housing for low-income households and people exiting homelessness in the District of Columbia under the direction of the Vice President for Housing Policy.

THE ORGANIZATION

The Coalition for Nonprofit Housing and Economic Development (CNHED) is a dynamic, member-driven association whose mission is to foster just and equitable community development solutions to address the needs and aspirations of low- and moderate-income District residents. Formed in 2000 from the merger of two predecessor organizations, CNHED represents 140 organizational members, including nonprofit and for-profit affordable housing developers, housing counseling and service agencies, workforce and business development entities, lenders, and government agencies. Through the power of convening and collaborating with diverse stakeholders, CNHED advances practitioner-driven solutions to community development challenges.

THE DC LANDLORD PARTNERSHIP FUND

CNHED partnered with the District of Columbia and the Downtown Business Improvement District to establish the DC Landlord Partnership Fund to encourage landlords to rent to households with histories of homelessness. The LPF reimburses District landlords who rent to families or individuals exiting homelessness and have rental assistance through a Department of Human Services (DHS) program for adverse rental costs associated with registered units. CNHED manages and administers the LPF and is supported by donations from business and philanthropic organizations.



RESPONSIBILITIES

- Manage programs, gather and analyze data, conduct research, and produce reports focused on increasing access to affordable housing for low-income households and people exiting homelessness.
- Liaise with government agencies and contractors to improve communications between the organizations and to increase the efficiency of information and data sharing.
- Conduct outreach to government agencies, contractors, and landlords to increase awareness of the LPF across the homeless services system and to increase the number of landlords registering with the LPF.
- Collaborate with government agencies, contractors, and landlords to implement and improve the Central Unit Repository: a central database for facilitating the leasing of units to tenants exiting homelessness.
- Improve the LPF claims processing system to facilitate a doubling of its capacity while maintaining adjudication timelines.
- Develop and track metrics to gauge the LPF's success as a standalone program and as an integral part of the District homelessness services system.
- Process and troubleshoot LPF registrations in partnership with government agencies and contractors.
- Process and troubleshoot LPF claims and work with the LPF Claims Committee to complete adjudication.
- Design and update LPF tools and guidance, including forms and explanatory documents.
- Other duties as assigned

SKILLS SET SOUGHT

- Commitment to social, economic, and racial justice
- Strong program development and management skills
- Demonstrated quantitative and qualitative research skills
- Strong organizational skills and attention to detail
- Excellent interpersonal, communication, writing, and editing skills
- Ability to take initiative, problem-solve, and think strategically, both independently and in a team environment
- Ability to set, manage, and meet multiple deadlines simultaneously

QUALIFICATIONS

- Bachelor's degree required
- Minimum of 5 years relevant experience with affordable housing development, housing or supportive services program management, and/or affordable housing / homelessness prevention research and analysis



CAREER DEVELOPMENT

CNHED offers and encourages regular opportunities for career development by subsidizing employees to attend training courses and to obtain certifications.

COMPENSATION AND BENEFITS

CNHED offers a competitive benefits package including 100 percent individual health, dental, and vision insurance, employer retirement contributions, paid vacation and sick leave, a transportation subsidy, and an optional deferred salary retirement plan. Salary is commensurate with experience, education, and track record of accomplishments. This is a non-exempt position.

TO APPLY

Please email a resume and cover letter to jobs@cnhed.org. Applications will be considered on a rolling basis. We encourage people of color, women, LGBTQIA+, and people with disabilities to apply.