

JOB DESCRIPTION

Manager, Landlord Partnership Fund



Background

Company Overview

The Coalition for Nonprofit Housing & Economic Development (CNHED) is a 501(c)(3) association for the nonprofit affordable housing and community economic development sector in the District of Columbia, with more than 180 organizational members. CNHED's mission is to advance community development solutions that address the inequity of under-resourced communities in the District of Columbia. CNHED's strength is in its convening power, highly successful advocacy, robust communications and information sharing, and equipping its members with tools and resources for their work. CNHED's organizational members include nonprofit and for-profit affordable housing developers, housing counseling and service agencies, community economic development organizations, workforce and business development entities, lenders, intermediaries, and government agencies.

Program Overview

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.

Position Summary

The Coalition for Nonprofit Housing and Economic Development (CNHED) seeks an energetic, experienced professional to join our team. The Manager 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 Senior Vice President for Housing Policy, Research, and Development.

Primary Duties and 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.

Job Description: Landlord Partnership Fund Manager

- 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

Skill 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

Compensation and Benefits

CNHED offers a competitive benefits package including health, dental, and vision insurance, employer retirement contributions, paid vacation and sick leave, teleworking, transportation subsidy and an optional deferred salary retirement plan. Salary is commensurate with appropriateness of experience and track record of accomplishments. This position is exempt from overtime wages.

To Apply

Please email a resume (with "LPF Manager" in the subject line) along with cover letter of interest and salary requirements to jobs@cnhed.org. No phone calls please. The position is open until filled. References may be required. CNHED is an equal opportunity employer. We encourage people of color, women, LGBTQIA+, and people with disabilities to apply.