

## Job Announcement

<b>Position:</b> Housing Director	<b>Department:</b> Housing
<b>Location:</b> Hughesville, MD	<b>Employment Status:</b> Full-Time
<b>FLSA:</b> Exempt <b>Grade:</b> 16	<b>Compensation:</b> \$58,926 - \$88,390
<b>Weeks Worked:</b> 52	<b>Work Per Week:</b> 40 + hours Monday – Friday, some evenings/weekends
<b>Opening Date:</b> November 2, 2021	<b>Closing Date:</b> Until Filled

**Summary of Job Description:** The Housing Director reports directly to the Housing and Community Development Director and is responsible for program management and targeted agency operations oversight, planning and evaluation, resource development, external communications, budgeting, personnel management, program expansion, etc. Responsible for the upper management level oversight of the housing-related services and the implementation of the Housing Counseling and Emergency Rental Assistance Services.

**Summary of Requirements:** *Bachelor's Degree* in Social Work, Public Administration, Business Administration, or human services related field and a minimum of five (5) years of experience in a senior administrative level position is required. Four years of housing-related experience (property management, homeless services, affordable housing, etc., required. Strong working knowledge of a Community Action Agency and Housing networks is preferred. Three-five years of experience in the management of federal and state grants necessary. Five years of nonprofit sector or governmental expertise is required.

Possess a demonstrated successful track record of upper-management level agency oversight and meeting deadlines (internally and externally). A strong background in program management, personnel management, and community engagement is required. Other experience preference includes resource development; grants management oversight of significant programs; budgeting, planning, effective working relationships at the federal, state, regional, and local governmental levels; excellent written, verbal, and technology-driven communication and presentation skills; public speaking; and effective team-based leadership. Must be able to lead and give instructions as well as follow instructions provided by leadership.

Working knowledge of Microsoft Word, Excel, Outlook, or other software applications to retrieve data, create spreadsheets, and generate reports. A demonstrated and/or verifiable ability to maintain confidentiality is required. Demonstrated ability to work independently, plan, exercise judgment and critical thinking, organize and prioritize assignments to meet deadlines, and complete tasks quickly and accurately. Demonstrated ability to analyze problems/issues, gather data and information, evaluate, and recommend alternative solutions. Possess communication skills to convey information using tact and diplomacy effectively and professionally with the internal and external community. Demonstrated team-building skills to establish and maintain good working relationships. Knowledge of budget planning and preparation. Writing and grammar skills to independently draft correspondence pertaining to various subject matters' operations, policies, and procedures.

**Responsibilities and Duties:**

Monitor and administer program budgets and grants.

- Maintain required files, records, and complete reports.
- Oversee and review the client application process, determine program eligibility.

- Investigate any complaints.
- Supervise and evaluate program staff.
- Manage and supervise CAP60 database activities for all assigned programs and services.
- Maintain coordination with other agencies.
- Attend various conferences, task force meetings, and related functions.
- Seek and secure funding to continue and expand operations of program activities and support.
- Identify and secure funds for program operations, expansion, and continuation.
- Prepare monthly programmatic and any reports required by funding sources.
- Participate in internal and external monitoring reviews.

Perform Public Relations functions and implement activities to market agency services.

- Develop and produce Annual Reports and Fact Sheets.
- Prepare press releases and public announcements.
- Lead in the development of Agency marketing materials
- Supervise and work with staff to disseminate information via social media

Serve as a clearinghouse for all statistical data and proposals.

- Implement the proposal request process to ensure compliance with the agency's mission and priority areas.
- Track submission and clearinghouse approval process.
- Monitor review and rating process.
- Establish outcomes and organizational placement.

Conduct Planning Activities

- Participate in the Strategic Planning process
- Assist in the preparation of Agency Community Action Annual Plan
- Participate in the Community Needs Assessment as required
- Conduct Bi-Annual Program Assessments and others as required

In conjunction with the supervisor, develop a monthly reporting format for projects that includes:

- Agreed upon outcomes and periodic progress
- Qualitative information.
- Serves as a continuous improvement instrument.
- Produce Reports as required.
- Ensure Monitoring and Compliance of assigned programs/services
- Supervise and evaluate staff
- Prepare and monitor budgets
- Prepare and analyze programmatic reports as required
- Participate in internal and external monitoring activities
- Prepare agency programmatic reports for funding sources
- Prepare grant applications and proposals for funding
- Participate in fundraising activities
- Research and identify content opportunities
- Make recommendations to the supervisor and the management team with timelines
- Secure certification within one year of employment
- Participate in the coordination of the Agency's Strategic Plan
- Attend Board of Director's meetings and other meetings as assigned

Other duties as assigned.

**Licenses or Certificates:**

Valid Maryland Driver's License and Certified by HUD as a Housing Counselor within first six months of employment.

**Special Requirements:**

State and Federal Bureau of Investigation Criminal Background Check, National Sex Offender Public Registry Check, must be available to meet with customers evenings and/or Saturdays, and Pre-Employment, Random, Physical, Post-Accident Drug/Alcohol testing.

**Physical Demands:**

Work requires moderate physical effort.

<b>Applications Accepted by Mail and Online</b>	
<b><u>Mail to:</u></b> SMTCCAC, Inc. - Human Resources Dept. P.O. Box 280 Hughesville, MD 20637	<b><u>Online at:</u></b> <a href="http://www.smtccac.org">www.smtccac.org</a>
<b>Required Documents: The following documents are required based on job:</b> In addition to your application and resume, please provide a copy of your degree and/or a copy of your college transcripts. <b>Applications and Documents submitted with missing information will not be considered. Do not send application's via Fax.</b>	

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