

Position: Assistant Director of Housing Security

Supervisor: Director of Housing Security

Position Status: Full-Time Regular

Job Classification: Non-Exempt

About United Way of Monroe County

United Way of Monroe County's mission is to improve the lives and futures of all people in the community. We bring together expertise, funding and volunteer support to positively impact the resilience of our community, and those who live within it. In partnership with others, we work to eliminate inequities experienced by low-income and diverse populations so that all people have a safe, healthy home environment, achieve their educational potential, and increase their financial stability. We commit to building bridges across cultural, racial, religious, and economic boundaries.

About the Housing Security Initiative

United Way of Monroe County (UWMC), which serves Monroe, Owen, Greene, and Brown counties in Indiana, and the Community Foundation of Bloomington and Monroe County (CFBMC) have partnered to collaborate with a broad range of local and regional stakeholders to build a sustainable strategy to reduce housing insecurity and prevent homelessness. These stakeholders have developed an updated strategic plan and hired a director of housing security to lead this effort. We are now seeking an assistant director to work with a team to guide and support implementation of the long-range plan and its many facets.

Supporting the development of the strategic plan are many partners in the community, ranging from individuals with lived experiences of homelessness to homeless housing and service providers, primary and behavioral healthcare providers, local government, business representatives, philanthropic partners, and others.

About the Position

The position will be employed by United Way of Monroe County, the fiscal sponsor for the initiative. United Way will provide support for this position, while the initiative's strategic direction will be guided by an advisory team appointed by UWMC and CFBMC.

This is a Full Time position (40 hours per week). Work hours and days are typically Monday through Friday, 9:00 a.m. to 5:00 p.m. The position requires flexibility to work evening and weekend hours as needed for meetings and special events.

United Way of Monroe County is an equal opportunity employer, and all applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.

Essential Duties & Responsibilities

Project Management

- Coordinate stakeholder meetings including outreach to participants, scheduling agendas and minutes, maintenance of participant lists, and coordination between sub-committees as needed.
- Work with core partners to ensure a coordinated dissemination of information and processes to produce wide reach and high engagement.
- Manage logistics for periodic assessment and goal-setting processes with the Director of Housing Security, advisory council, and coalition.
- Ensure project scopes, timelines, and work plans are always up to date for relevant projects, programs, and assignments.
- Assist in developing and maintaining excellent working relationships with community partners and coalition members to ensure they feel supported, informed, and empowered.

Data Management

- Manage systems for data and metric tracking to provide actionable information and accurate up-to-date reporting, including importing and transferring data from multiple sources to one secure database.
- Generate and submit daily, weekly, and monthly reports using the central database as necessary and input updated information on a monthly-basis into the public-facing dashboard.
- Assist with the analysis of metrics to measure the effectiveness, ensure alignment with strategic plan goals, and provide recommendations to inform future planning.
- Build effective data-sharing relationships with service providers and serve as an advocate for good data practices in the sector.
- Proactively collaborate with service providers to identify how to leverage existing and new data systems and infrastructure to efficiently collect, manage, and analyze data.

Fund Development

- Research and apply for available grant opportunities related to programs for affordable housing and homelessness that fit the mission of the housing security initiative.
- Assist with other grant-writing and fundraising responsibilities, including donor/funder research, proposal writing, designing outreach materials, and supporting the annual appeal and donor cultivation process.

Landlord Relations & Community Outreach

- Help create working relationships with landlords to share information and resources regarding housing first initiatives.
- Establish an effective two-way communication system to build trust and confidence in Housing First initiatives and related programs.
- Develop information packages, educational resources, training programs or workshops on understanding housing first initiatives, navigating income assistance systems, and preventing eviction strategies and other issue areas.

Qualifications

- Minimum qualifications include 1) a combination of training, education, and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in Public Administration, community development, or a closely related field; and 2) demonstrated success in grant-writing and research. Additional qualifications a plus: Experience working with U.S. Department of Housing and Urban Development (HUD) programs and/or familiarity with federal, state and municipal laws and regulations governing housing and community development projects and programs.

To apply: Send cover letter and resume to Mary Morgan, Director of Housing Security, at mary@monroeunitedway.org. Deadline to apply: Jan. 31, 2022.