

Job Description

September 2021

Position: Director of Housing Security

Supervisor: Executive Director and Advisory Council

Position Status: Full-Time Regular

Job Classification: 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

We are currently seeking a Director of Housing Security to lead a developing initiative to make housing more secure and homelessness rare, brief, and nonrepeating in Monroe County and its surrounding region.

United Way of Monroe County (UWMC), which services Monroe, Owen, Greene, and Brown counties, and the Community Foundation of Bloomington and Monroe County (CFBMC) have partnered together to facilitate a forum for the needed collaboration and coordination necessary for this county and region to create a sustainable strategy to reduce housing insecurity and prevent homelessness. As a stakeholder group and committees conclude their work towards an updated strategic plan, a director is sought who can lead the community in the implementation and execution 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, homeless housing and service providers, primary and behavioral healthcare providers, local government, business representatives, philanthropic partners, and others. **Formalizing and leading a coalition to engage the community in the work, as well as increasing our community's capacity to offer more sufficient housing options, will be a key component of this position.**

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 and supervision to perform the responsibilities of this position, while the strategic direction of the position and its work will be guided by an advisory team to be appointed by UWMC and CFBMC.

This position holds supervisory responsibilities, potentially overseeing 1 FTE and several interns and volunteers.

This is a Full Time (40 hours per week) grant funded position. Work hours and days are typically Monday through Friday, 9:00 a.m. to 5:00 p.m. This 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

Strategic Plan Execution & Leadership

- Under the advisement of the council and in partnership with the Assistant Director, implement the strategic plan and develop and implement new initiatives that reflect the coalition's goals.
- Manage project scope, develop project plans and timelines, lead planning meetings, and drive initiatives. Oversee projects through conceptualization, design, and implementation.
- Oversee the coordination, integration, and delivery of all programs, contracts, and related services promoting collaborative relationships between program areas and ensuring that the expectations of funders, partners, constituents, clients, and other stakeholders are consistently met.
- Track and synthesize quantitative and qualitative information regarding goals, timeline status, and results to develop new programs, initiatives, and processes. Then, compare progress against the strategic plan.
- Coordinate and analyze the appropriate data to inform the programmatic and operational decision-making process, ensuring efficiency, transparency, and collaborative efforts among partners
- Support stakeholder teams to ensure learning and evaluation results are considered and integrated into ongoing efforts and future strategies, and program planning.
- Regularly brief the advisory board and coalition on key data-driven decisions, strategies, opportunities, and activities.

- Prepare and disseminate project memos, summaries, presentations, and meeting plans targeting policymakers, practitioners, and other stakeholders.
- Craft and carry out an effective communication strategy to increase awareness of the impact of the coalition and community partners.
- Understand and keep up to date on the landscape of homeless service delivery and systems change best practices, local, state, and federal regulations, and Continuum of Care goals and priorities.
- Represent the initiative on relevant committees and task forces, as well as at speaking engagements, conference panels, and trainings.

Partnership Building

- Assist in engaging various community partners to help bring holistic and integrated services to people experiencing homelessness and housing insecurity.
- Build and maintain strong relationships with all participating organizations, government agencies, nonprofits, community groups, and individual stakeholders.
- Lead the design and initiation of new partnerships and collaborative strategies through expanded and strengthened relationships with key partners.
- Convene agencies for system-wide conversations to plan creative and effective responses to identified system gaps.

Awareness & Advocacy

- Raise community awareness about the realities of housing and homelessness needs in Monroe County and the surrounding region.
- Organize agencies and the community around advocacy relative to local, state, and federal policies.

Fund Development

- Work with the advisory council to raise sufficient funds annually to finance strategic initiatives and projects.
- Identify and cultivate relationships with key corporate, foundation, and other prospective donor sectors who share an interest in this cause area.
- Research local, state, and federal funding sources and assess match to program and agency needs and capacity.
- Work with relevant stakeholders to coordinate initiative budget development, grant writing, and report writing.

Supervise

- Supervise Assistant Director, interns, and volunteers.

- Foster a collaborative working environment, encourage professional development, and champion accountability amongst staff, interns, and volunteers.

Qualifications

- Minimum qualifications include 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; as well as extensive (8+ years) leadership and management experience in a related field, including demonstrated success in building and leading broad and diverse coalitions towards shared goals and objectives.
- Preferred/Desirable Qualifications - Master's Degree in one of the fields outlined above is preferred. Experience working with Department of Housing and Urban Development (HUD) programs is highly desirable including demonstrated knowledge of Housing and Community Development, affordable housing programs; and Federal, State and municipal laws and regulations governing housing and community development projects and programs.

Salary and Benefits

This position is an exempt salaried full-time position with a full benefits package including health, life, vision/dental insurance; retirement plan; and paid time off benefits. Salary range is competitive and commensurate with the scale and scope of this regional work, as well as commensurate with candidate's experience and skillsets.

To Apply

Please submit cover letter and resume/CV to housing.insecurity@monroeunitedway.org by October 8th at 5pm.