

## **Affordable Housing and Subsidy Resource Manager - (23000C3V)**

### **Executive Office of Housing and Livable Communities (EOHLC) is seeking an Affordable Housing & Subsidy Resource Manager/Program Manager IV in the Division of Housing Stabilization!**

The Executive Office of Housing and Livable Communities (EOHLC) is charged with creating more homes in Massachusetts and lowering housing costs for residents.

Formerly known as the Department of Housing and Community Development (DHCD), EOHLC works with municipalities, local housing authorities, non-profit organizations, and development partners to provide affordable housing options, financial assistance, and other support to Massachusetts communities.

#### **OVERVIEW OF ROLE**

The Division of Housing Stabilization (DHS) oversees the state funded emergency shelter systems for family households and individuals as well as federally funded programs through the Emergency Solutions Grant (ESG) and one Continuum of Care (CoC) jurisdiction (called Balance of State).

The Affordable Housing and Subsidy Resource Manager is an essential management position to support the Division's newly procured Emergency Assistance (EA) Scope of Service, which provides emergency shelter services to families experiencing homelessness. The Affordable Housing and Subsidy Resource Manager upholds the Department's commitment to ensuring homelessness among families is brief, rare, and non-reoccurring.

This position provides oversight of various housing subsidy programs currently available to families experiencing homelessness and serves as the Department's lead expert in all affordable housing resources and opportunities. The incumbent is responsible for navigating affordable housing programs, creating opportunities to access untapped or innovative housing subsidy programs, expedite re-housing and longer-term housing stability. The incumbent directly supports shelter agency staff, EOHLC staff, as well as program participants to improve housing placement outcomes, shorten length of shelter stays, and reduce overall family homelessness in the Commonwealth.

#### **DUTIES AND RESPONSIBILITIES (NOT ALL INCLUSIVE):**

##### **1) Leads:**

- Implementation of all housing subsidy programs targeted to support family shelter rehousing, inclusive of (but not limited to): Mass Rental Voucher Program (MRVP), Leading the Way Home, Housing Choice Voucher Program, Continuum of Care resources, etc.

##### **2) Develops:**

- Voucher distribution strategies that meet fair housing laws and program implementation strategies that are administratively efficient.
- Provides one-on-one case consultation as needed where there are barriers to leasing a voucher (inclusive of but not limited to barriers with housing search, landlord engagement, administrative processes with LHAs or RAAs, etc.).
- Develops and/or joins intra-agency workgroups and committees related to the distribution of housing subsidies, resource development, and special initiatives.
- Coordinates with other DHS and EOHLC staff to promote and implement rehousing initiatives, including the development and management of referral lists.

##### **3) Monitors & Reports:**

- Tracks all program referrals and progress, monitoring program outcomes and providing feedback on subsidy program improvements where necessary.

- Monitors monthly housing subsidy utilization data and rehousing placement data, provides reports upon request, communicates trends, and proposes response strategies to the Department around improving rapid rehousing efforts and program outcomes.

**5) Training & Technology:**

- Provides training and technical support to shelter agency staff, administering agency staff and program participants.
- Is knowledgeable in and provides education and training on all subsidy and affordable housing resources -including (but not limited to): state and federally funded rental assistance programs, low-income housing tax credit and mass housing financed units, local continuum of care programs, and public and private affordable housing developments.

**6) Outreach & Engagement:**

- Conducts outreach and engagement with all Local Housing Authorities, Regional Administering Agencies, Community Development Corporations, and other private affordable housing development companies to increase access to subsidy resources and opportunities for rehousing (supporting shelter exits and shelter diversion)
- Participates in regular regional meetings with contracted shelter agency housing search staff to share best practices and regional affordable housing resources.

**PREFERRED QUALIFICATIONS:**

1. Knowledge of housing programs and resources, with emphasis on local, state and/or federal homelessness prevention and/or rapid rehousing programs, rental assistance, public housing, supportive housing, and/or transitional housing.
2. Familiarity with EOHLC programs such as Home BASE, Emergency Assistance, and/or other EOHLC rental assistance programs.
3. Experience working with non-profit agencies.
4. Experience or knowledge of grant/contract compliance.
5. Experience in conducting program audits/monitoring.
6. At least intermediate proficiency in using Microsoft Word and Excel to produce documents and reports.
7. Ability to provide guidance to diverse groups and elicit support and cooperation.
8. Excellent written and oral communication skills.
9. Demonstrated ability to analyze extensive reporting requirements for contracting agencies and coordinate implementation.
10. Demonstrated ability to take initiative, work effectively independently with little supervision and in a team setting.
11. Travel across the state may be required. Those employees who elect to use a motor vehicle for travel must have a current and valid Massachusetts Class D Motor Vehicle Operator's license or the equivalent from another state.

**COMMENTS:**

**Please upload resume and cover letter.**

This position would be expected to follow a hybrid model of reporting to work that combines in-office workdays and work from home days, as needed.

Salary placement is determined by years of experience and education directly related to the position and the Human Resources Division's Recruiting Guidelines. In the case of a promotional opportunity, the salary provisions of the applicable collective bargaining agreement will apply to placement within the appropriate salary range.

Education, licensure and certifications will be verified in accordance with the Human Resources Division's Hiring Guidelines. Education and license/certification information provided by the selected candidate(s) is subject to the Massachusetts Public Records Law and may be published on the Commonwealth's website.

## **QUALIFICATIONS:**

MINIMUM ENTRANCE REQUIREMENTS: Applicants must have at least (A) four (4) years of full-time or, equivalent part-time, professional, professional internship, administrative, supervisory, or managerial experience in business administration, business management, public administration, public management, clinical administration or clinical management or (B) any equivalent combination of the required experience and substitutions below.

Substitutions:

- I. A certificate in a relevant or related field may be substituted for one (1) year of the required experience.
- II. An Associate's degree in a related field may be substituted for one (1) year of the required experience.
- III. A Bachelor's degree in a related field may be substituted for two (2) years of the required experience.
- IV. A Graduate degree in a related field may be substituted for three (3) years of the required experience.
- V. A Doctorate degree in a related field may be substituted for the required experience.

## **Comprehensive Benefits**

When you embark on a career with the Commonwealth, you are offered an outstanding suite of employee benefits that add to the overall value of your compensation package. We take pride in providing a work experience that supports you, your loved ones, and your future.

Want the specifics? [Explore our Employee Benefits and Rewards!](https://www.mass.gov/commonwealth-employee-benefits-and-rewards) at <https://www.mass.gov/commonwealth-employee-benefits-and-rewards>

**An Equal Opportunity / Affirmative Action Employer. Females, minorities, veterans, and persons with disabilities are strongly encouraged to apply.**

The Commonwealth is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, color, sex, gender identity or expression, sexual orientation, age, disability, national origin, veteran status, or any other basis covered by appropriate law. Research suggests that qualified women, Black, Indigenous, and Persons of Color (BIPOC) may self-select out of opportunities if they don't meet 100% of the job requirements. We encourage individuals who believe they have the skills necessary to thrive to apply for this role.

**Official Title:** Program Manager IV

**Primary Location:** United States-Massachusetts-Boston-100 Cambridge Street

**Job:** Administrative Services

**Agency:** Exec Office of Housing and Livable Communities

**Schedule:** Full-time

**Shift:** Day

**Job Posting:** Nov 3, 2023, 9:59:14 AM

**Number of Openings:** 1

**Salary:** \$70,002.10 - \$96,952.68 Yearly

**Bargaining Unit:** M99-Managers (EXE)

**Confidential:** No

**Potentially Eligible for a Hybrid Work Schedule:** Yes

**If you have Diversity, Affirmative Action or Equal Employment Opportunity questions or need a Reasonable Accommodation, please contact Diversity Officer / ADA Coordinator:** Jessica Molina - 8572480160

## **HOW TO APPLY:**

Apply online at <https://massanf.taleo.net/careersection/ex/jobdetail.ftl?job=23000C3V>