

[< Welcome page](#)Returning Candidate? [Log back in!](#)

Assistant Director (DND) Supportive Housing

7 months ago

Req ID 2021-21167 Dept Office of Housing Position Regular Full-Time CITY OF BOSTON: DEPT OF NEIGH DEV (DND) Salary Min 77,736.38

Salary Max 110,644.04 Union EXM Openings 1 Contact Email SHIRANI.JIMENEZ@boston.gov

Overview:

The mission of the **Mayor's Office of Housing (MOH)** is to make Boston a more equitable and inclusive city where all residents can thrive. MOH oversees programs that create and preserve affordable housing, support homeowners and renters, provide housing and services to homeless individuals and families, and develop city-owned property. MOH seeks to carry out its mission through a lens of promoting diversity, equity and inclusion and addressing the effects of systemic racism in our city.

The Supportive Housing Division at the Mayor's Office of Housing is responsible for leading the collaborative effort to end homelessness in Boston. The importance of the Division's work as well as growth in budget and scope have increased the need for leadership in funding, data and performance.

Brief Job Description:

Under the supervision of the Deputy Director for Supportive Housing, the Assistant Director is responsible for overall leadership, supervision and project management associated with funding, data and performance to support the mission of equitably ending homelessness in Boston. The ideal candidate will possess the capacity to lead and implement complex system redesign with diverse – and at times competing – stakeholders. They will maintain a bias towards action and commitment to getting results in a highly matrixed environment. In addition, the ideal candidate will possess excellent staff supervisory and project management skills, communication skills, a collaborative approach and the ability to independently drive multiple complex projects at the same time. As a senior leader in the Division, the Assistant Director must be ready to represent the Supportive Housing Division and the Deputy Director when necessary.

Responsibilities:

- Supervise and manage staff, consultants, and contractors, including but not limited to the team responsible for collecting and reporting on all homeless data through the Homeless Management Information Systems in Boston and the unit that manages the Division's housing and services contracts.
- Project manage complex, multi-stakeholder initiatives to successful completion.
- Facilitate communication and resolve problems with community organizations, contractors, partners, and other stakeholders.
- Develop change management tools and strategies to use data to monitor performance and outcomes.
- In collaboration with the Deputy Director and other senior team members, provide strategic direction to the Division for performance improvement and support large-scale system change to reach ambitious goals including developing an equitable homeless response system.
- Perform other related duties as required by the position.

Minimum Entrance Qualifications:

- Minimum of five (5) years of relevant work experience, two (2) of which were in a supervisory role. Appropriate educational substitutions may be made.
- Excellent leadership, staff management and project management skills.
- Proven capacity for complex reform or turnaround management.
- Interest and background in contract and system performance, including active contract management
- Excellent written, verbal, presentation, facilitation, and interpersonal communication skills.
- Degree in public policy, social work, business or public administration or related fields preferred.
- Proven ability to build collaborative relationships, work with colleagues and external audiences and partners in the areas of public policy, systems change, housing development/operations, and/or the delivery of supportive services.
- Knowledge of or must be have working knowledge of Microsoft Office and Google Suite.
- Skilled in facilitation, team building, forging collaborative partnerships, developing and maintaining strong relationships within the community, and convening and engaging people from diverse groups and sectors.
- Familiarity with and dedication to housing first philosophy and approach.
- Exceptional customer service skills and ability to work with the public.
- Ability to exercise good judgment and focus on detail.

Homelessness disproportionately affects people of color, people with disabilities, and other populations; we strongly encourage applications from people who are members of marginalized communities. Preference will be given to candidates who have lived experience relevant to the work.

Boston Residency Required.

Terms: Union/Salary Plan/Grade: Non-Union/NU-26

Hours Per Week: 35

Options:

Apply for this job

Email this job to a friend

Share on your newsfeed

The City of Boston is proud to be an Equal Opportunity Employer. We are committed to creating a diverse and inclusive environment. Therefore, qualified applicants will be considered regardless of their sex, race, age, religion, color, national origin, ancestry, physical or mental

[PRIVACY POLICY \(/DEPARTMENTS/INNOVATION-AND-TECHNOLOGY/TERMS-USE-AND-PRIVACY-POLICY\)](#)

[CONTACT US \(/DEPARTMENTS/MAYORS-OFFICE/CONTACT-BOSTON-CITY-HALL\)](#)

[JOBS AND CAREERS \(HTTPS://WWW.BOSTON.GOV/CAREER-CENTER\)](https://www.boston.gov/career-center)

[ALERTS \(/DEPARTMENTS/EMERGENCY-MANAGEMENT/CITY-BOSTON-ALERTS-AND-NOTIFICATIONS\)](#)

[PUBLIC RECORDS](#)

[\(HTTPS://BOSTONMA.GOVQA.US/WEBAPP/_RS/\(S\(DEN310HNRPQZ2RZH5LGBGSBY\)\)/SUPPORTHOME.ASF](https://bostonma.gov/qa.us/webapp/_rs/(S(DEN310HNRPQZ2RZH5LGBGSBY))/SUPPORTHOME.ASF)