

Job Title: Director of Housing
Reports to: Chief Operating Officer
Type: Full Time
Category: Housing

Background on UTEC, Inc.

UTEC's promise is to ignite and nurture the ambition of our most disengaged youth to trade violence and poverty for social and economic success. UTEC's outcomes-focused model begins with intensive street outreach, reaching proven high-risk youth where they're at. UTEC engages youth in workforce development and educational programs and provides mental health services and intensive case management. Social justice and civic engagement are embedded in all programming. For more info, please visit www.utecinc.org.

UTEC is committed to its vision for Diversity, Equity and Inclusion which pledges to honor the lived experiences and expertise of individuals; create community and celebration of cultures; challenge all forms of oppression; and embody a culture that leans into discomfort and recognizes it as a growth opportunity. UTEC is dedicated to fair and equitable compensation practice, the health, mental health, and overall well-being of young adults and staff and to creating an environment that supports work-life balance and the individual and professional growth of all.

Job Summary

UTEC believes that everyone has the right to stable housing. Safe and secure housing allows everyone to meet an important basic need from which all individuals can build to create and meet their goals. UTEC also acknowledges that the housing needs of emerging young adults are different and unique. UTEC's housing approach will align with our justice-driven values and ensure a creative and equitable approach to ensure young adults attain and retain permanent short- and long-term housing.

The Director of Housing will develop and launch a new housing strategy to help young adults find a path toward long-term stable, safe housing. UTEC recently received a state grant to set up a system based upon a sponsorship voucher program model to secure housing for young adults who have been released from incarceration. The Director of Housing should have knowledge in the housing voucher programs and be interested in developing initiative strategies to support our young adult needs. They will work in collaboration with leadership to develop the systems and policies needed to launch this new initiative. This Director will be responsible for building relationships with brokers, landlords, and external partners and securing housing for young adults. This position will facilitate ongoing communication for housing issues and advocacy by working with young adults, and community partners, participating on community and stakeholder committees, and monitoring trends related to accessible, integrated, and affordable housing. The Housing Director will also have the opportunity to grow a team to support this new initiative.

Duties/Responsibilities

The Housing Director will facilitate housing searches including providing advocacy and negotiation with property owners on behalf of clients; gather all pertinent paperwork to identify new affordable housing stock through cultivating and maintaining relationships with property owners, housing authorities, and other community organizations; and identify apartments for client placement that meet safety and health standards.

- Create a 5 year strategic plan to help young adults transition from UTEC's voucher program into a long-term, stable housing option
- Identify resources and technical skills needed for young adults to maintain good standing in the voucher program
- Developing policies and procedures for housing initiatives to ensure the effective management of residential facilities
- Manage compliance requests from state/government and regulatory agencies
- Develop a robust system of referrals to agencies that provide needed support for unsustainable households
- Fostering relationships and developing regular communications with external partners including state housing officials
- Develop relationships with local landlords to foster placement opportunities for UTEC young adults
- Maintain an accurate understanding of relevant state and federal program eligibility rules, application requirements, and processes
- Monitor the quality review and disbursement process
- Working in collaboration with the Director of Re-Entry, Director of Outreach, and Director of Transitional Coaching to determine neighborhoods and locations best suited for young adults
- Research and develop Innovative housing practices that support young adults in being independent and successful
- Ability to research and locate appropriate available rental units for clients with the broker
- Develop a creative incentive program for landlords
- Facilitate ongoing communication for housing issues and advocacy by working with young adults, and community partners, participating on community and stakeholder committees, and monitoring trends related to accessible, integrated, and affordable housing
- Provide monthly reports to the funder and other relevant metrics
- Participate in Housing Boards, community meetings, and task forces geared towards creating policies that benefit our consumers
- Responsible for budget management, strategic planning, and compliance with policies and regulations
- Responsible for keeping strict confidentiality of all protected information concerning consumers, staff, and volunteers in accordance with the confidentiality agreement and all State and Federal regulations

- Review and negotiate leases with landlords
- Participate as a member of the UTEC team; attend all staff meetings and other required meetings
- Other duties as assigned

Required Skills/Abilities

- 3-5 years of property management experience/Human Service Management experience
- Experience in housing management or transitional housing services
- Knowledge of affordable housing programs
- Understanding of Operating Statements and Financial Budgets is a must
- Previous direct supervisory experience
- Ability to understand and interpret loan and regulatory documents
- Excellent organizational and project management skills
- Ability to manage multiple priorities and meet deadlines while consistently maintaining high-quality work
- Excellent written and verbal communication skills
- Demonstrated ability to work independently
- A current driver's license and/or access to reliable transportation is required to visit properties

A strong candidate will demonstrate many of the following qualifications:

- Direct experience working with justice-involved young adults.
- Expertise in rental assistance programs and/or experience working in housing case management or related fields
- Strong program implementation skills: experience stewarding and improving programs
- Experience using or developing data systems in social work, housing advocacy, human services, or related fields
- Ability to grow and supervise a team
- Direct experience working with low-income clients
- Experience working with partner organizations and maintaining good relationships with partners
- Ability to interact positively and effectively with a variety of people from different backgrounds including race, ethnicity, gender, sexual orientation, and socioeconomic status
- Demonstrated ability to manage time, work effectively in a team, prioritize appropriately among multiple competing demands, and solve problems
- Detail-oriented, well-organized, and able to work independently
- Flexible and willing to adapt as circumstances require
- Strong computer skills with Google Suite
- Excellent communication skills
- Provide housing search assistance to clients

Salary/Benefits: The starting salary for this role is \$86,000 plus benefits. UTEC offers a competitive benefits package that starts with 4 weeks of vacation (3 standard for all new employees and a week of agency-wide wellness closure between the Christmas and New Year holidays), 12 holidays, 10 sick days, 2 personal days, and health, dental and vision insurance. We also offer life insurance, first time homeowners support, an annual cost of living increase, a 401-K retirement plan, a \$1,200- \$1,800 annual wellness fund, and professional development support. With time, benefits grow to include up to 6 weeks of vacation, 80% coverage of employee health and dental insurance costs and availability for a 3 week sabbatical.

UTEC also stresses the importance of work-life balance and offers several wellness opportunities including additional time off (i.e. for the past two years we have closed at 3pm on Fridays during the summer months), an employee assistance program, down payment assistance for first time home buyers, parental leave, bereavement supports and unlimited free coffee! [See more about our benefits here.](#)

UTEC provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, UTEC complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

To Apply: Please fill out our [online application here](#). You'll see we ask for your resume along with answers to a few application questions in lieu of a cover letter. [NRG Consulting Group](#) is helping us run this search. Please contact jobs@nrgconsultinggroup.org with any questions.