

## **RAFT Project Manager Contractor - (20008NR)**

**Official Title:** Program Coordinators

**Functional Title:** RAFT Project Manager Contractor

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

**Job:** Administrative Services

**Agency:** Department of Housing & Community Development

**Schedule:** Full-time

**Shift:** Day

**Job Posting:** Dec 29, 2020, 4:14:47 PM

**Number of Openings:** 1

**Salary:** \$44.32 - \$47.24 Hourly

**Bargaining Unit:** Non

**Confidential:** No

Reporting to the Program Director of HomeBASE and Residential Assistance for Families in Transition (RAFT), within the Division of Housing Stabilization, the RAFT Project Manager Contractor drives improvements in the functioning of the Residential Assistance for Families in Transition (RAFT) Programs and the administration of residential assistance to preserve tenancy in response to COVID-19. In partnership with a Department of Housing and Community Development (DHCD) senior leader and/or subject matter expert, the RAFT Project Manager Contractor serves as the operational lead on one or more special projects or initiatives to advance the goals and outcomes of the RAFT Programs. Such projects may be undertaken wholly within DHCD, or with one or more external partners, potentially including but not limited to any of the eleven Regional Administering Agencies (RAAs) that administer the RAFT Programs, along with advisory, technology, and/or human services firms providing additional support to DHCD and the RAAs. As project manager, the RAFT Project Manager Contractor is responsible for ensuring the successful initiation, planning, execution, monitoring, and reporting of all project activities, on-time completion of all project deliverables, and productive and collaborative work environment between DHCD and any and all external parties engaged in the project. The RAFT Project Manager Contractor provides additional project management and operational support across other areas of DHCD's Eviction Diversion Initiative as needed.

### **DETAILED STATEMENT OF DUTIES AND RESPONSIBILITIES:**

1. Manage cross-agency and cross-functional projects from ideation to completion.
2. Track and report on project progress to stakeholders ranging from front-line staff to executive leaders.
3. Ensure communication between all members of and stakeholders in the project team.
4. In response to new information, new opportunities, new obstacles, insufficient progress, or other relevant situations, adapt and modify project activities as necessary to achieve project goals.
5. Share successful strategies and approaches identified through the project(s) being managed that may be replicable by other RAFT project teams.
6. Cultivate a results-driven, solutions-oriented, collaborative work environment.
7. Support and develop the project management and general management skills, practices, and habits of DHCD employees and external agency partners.
8. Participate in policy planning meetings, and complete presentations with external stakeholders & groups.

9. Assist the Program Director of HomeBASE and RAFT with other duties as assigned.

**QUALIFICATIONS:**

**MINIMUM ENTRANCE REQUIREMENTS:**

Applicants must have at least (A) four years of full-time, or equivalent part-time, professional, administrative or managerial experience in business administration, business management or public administration the major duties of which involved program management, program administration, program coordination, program planning and/or program analysis, and (B) of which at least one year must have been in a supervisory capacity, or (C) any equivalent combination of the required experience and the substitutions below.

**Substitutions:**

I. A Bachelor's degree with a major in business administration, business management or public administration may be substituted for a maximum of two years of the required (A) experience.\*

II. A Graduate degree with a major in business administration, business management or public administration may be substituted for a maximum of three years of the required (A) experience.\*

III. A Bachelor's or higher degree with a major other than in business administration, business management or public administration may be substituted for a maximum of one year of the required (A) experience.\*

\*Education toward such a degree will be prorated on the basis of the proportion of the requirements actually completed.

NOTE: No substitutions will be permitted for the required (B) experience.

**PREFERRED QUALIFICATIONS**

1. Knowledge of housing programs and resources, with particular emphasis on local, state and/or federal homelessness prevention and/or rapid rehousing programs, rental assistance, supportive housing, and/or transitional housing.
2. Familiarity with DHCD programs such as RAFT, Emergency Assistance, HomeBASE and/or other DHCD 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. Ability to analyze extensive reporting requirements for contracting agencies and coordinate implementation.
10. Ability to take initiative, work effectively independently with little supervision and in a team setting.
11. Travel across the state may be required after the pandemic ends. 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.

**MISSION STATEMENT**

The Department of Housing and Community Development (DHCD) is within the Housing and Economic Development Secretariat and its work touches the lives of all Massachusetts residents. DHCD's mission is to strengthen cities, towns and neighborhoods to enhance the quality of life of Massachusetts residents by providing leadership, professional assistance and financial resources to promote safe, decent, affordable housing opportunities, economic vitality of communities and sound municipal management.

**EXTERNAL COMMENTS:**

This is a contract position working up to 37.5 hours per week. The hourly rate for this position is between \$44.32 and \$47.24. The estimated contract start date is 01/11/2021 with a contract end date of 06/30/2021. The contract may be extended based on availability of additional funding.

Benefits are unavailable with the exception of sick leave accruals.

State and federal taxes will be withheld. In addition the contractor must participate in the Alternative Retirement Program mandated by federal law.

All employees will be paid on a biweekly basis and must have direct deposit.

Salary placement is determined by years of experience and education directly related to the position and the Human Resources Division's Recruiting Guidelines.

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.

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

**If you have Diversity, Affirmative Action or Equal Employment Opportunity questions or need a Reasonable Accommodation, please contact Diversity Officer / ADA Coordinator: Marjorie Lalli - 617-573-1254**

**HOW TO APPLY:**

Apply online at <https://massanf.taleo.net/careersection/ex/jobdetail.ftl?job=200008NR>