

verview:

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. The 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.

Brief Job Description:

The Supportive Housing Division at the Mayor's Office of Housing is responsible for leading the collaborative effort to end homelessness in Boston. Under the direct supervision of the Senior Housing Development Officer, the Housing Development Officer is responsible for managing a variety of supportive housing and homeless programs. This role will manage a variety of programs including providing administrative and programmatic oversight of assigned contracts and using data to achieve performance metrics. The incumbent is responsible to assist with the coordination of internal and external programs, funding and stakeholders to ensure appropriate and efficient allocation of resources and to assist with achievement of Divisional and City strategic goals.

Responsibilities:

- Supports the City's strategic plans and initiatives to prevent and end homelessness in Boston.
- Actively manages a number of contracts to achieve performance measures and manage all administrative and programmatic tasks, including preparation and submittal of all required reporting.
- Manages responses to constituent inquiries, emergencies and displacements as necessary; collaborate with staff within and across divisions and other agencies as needed to improve efficacy of constituent response.
- Co-chairs and facilitates meetings of Working Groups as needed, including leading discussions of proposed policies and incorporating provider feedback into final system policy.
- Conducts on-sites and remotes monitoring to ensure all provider staff are familiar with requirements and expectations and that programmatic operations uphold fidelity to the same.
- Completes all required Federal reporting requirements in an accurate and timely fashion.
- Reviews all contractor invoice packages for eligibility and accuracy and track payments on established systems as required; assist in the reconciliation of grant expenditures in conjunction with the Operations Manager and Accounting staff.
- Assists in the evaluation of programs to ensure strategic allocation of resources; develop program redesign recommendations and make other changes as needed to achieve system performance measures and outcomes.
- Assists with preparation of the City's annual competitive Continuum of Care funding application and other procurement and funding processes.
- Provides technical assistance and training to project sponsors, including targeted assistance to ensure that programs are meeting all program requirements and are supplementing client services with mainstream benefits and resources.
- Maintains project records.
- Performs related work as required.