

Brief Job Description:

MOH is seeking a Program Lead to manage the Permanent Supportive Housing Initiative and to help further the City's housing acquisitions activities. This is a grant-funded position that will work under the direction of the Deputy Director or his/her designee. Taking advantage of \$20 million in new housing resources for supportive housing and the \$26 million in new resources for acquisitions through the American Rescue Plan Act (ARPA), the Program Lead will be tasked with overseeing the funding and development of permanent supportive housing projects in the City of Boston.

Responsibilities:

- Manages the Permanent Supportive Housing Initiative, including cultivating developer interest, reviewing development proposals, technical assistance for project teams, identification of properties and land for development.
- Assists with Acquisition Opportunity Program, including tracking real estate market, identification of properties and land for development, financial modeling and project underwriting.
- Sets timelines to meet programmatic and federal funding source guidelines to ensure project deadlines are met and key project milestones are completed on time and within budget.
- Prepares, coordinates and manages requests for proposals, if required, and funding commitments in connection with the permanent supportive housing initiative or acquisition opportunity program.
- Performs developer selection and negotiation and budget review to ensure compliance with program, project and funding requirements, as well as policy standards.
- Ensures staff coordination on project teams, with other divisions and other city agencies, as needed.
- Manages negotiation and coordination among multiple public and private agencies.
- Performs other related duties as required by the position.