

FAMILY ELDERCARE
Vice President of Housing
and Homelessness Services
Job Description



Job title: VP of Housing and Homelessness Services	Reports to: Chief Executive Officer
Program: Housing and Homelessness Services	Work Location: Rutherford Location
Position Status – Full Time FLSA Classification – Exempt	Starting Salary Range: \$93,642-\$119,383

Position Summary:

The Vice President of Housing and Homelessness Services oversees the organization's efforts in providing housing solutions to individuals that are unhoused, including rapid rehousing and permanent supportive housing. This role involves strategic leadership in identifying, developing and overseeing housing projects, ensuring financial solvency for both the operation of the projects and the service delivery for clients, always striving to improve housing outcomes. The VP collaborates with senior leadership to align programs with the organization's mission and ensures compliance with relevant regulations and standards.

Key Responsibilities:

Strategic Leadership:

- Develop and implement a comprehensive strategy for housing and homelessness services, aligning with the organization's mission and strategic goals.
- Lead efforts to design and expand housing initiatives, ensuring they meet the needs of the community and comply with relevant regulations.
- Collaborate with the Executive Team to align the Housing and Homelessness Department with the other programs and services within Family Eldercare, with the aim to achieve cohesiveness and streamlining.

Program Oversight and Development:

- Oversee the administration of housing programs, including rapid rehousing and permanent supportive housing programs.
- Ensure high-quality service delivery, client-centered care, and compliance with best practices and legal requirements.
- Lead the development of new housing projects, from conception through end, including securing funding, completion of capital stack, developing proformas and managing vendors, contractors and community partnerships.
- Monitor and evaluate program outcomes, using data to drive decision-making and continuous improvement.
- Robust knowledge and working experience with the Coordinated Entry system of the state Continuum of Care.

Community Engagement and Advocacy:

- Act as the organization's spokesperson on issues related to housing and homelessness, representing the organization in public forums, with government agencies, and in community coalitions.
- Build and maintain relationships with key stakeholders, including policymakers, funders, and partner organizations, both for profit and not for profit.
- Advocate for policies and practices that support housing stability and reduce homelessness

Financial Management:

- Develop and manage the budget for the Housing and Homelessness Department, ensuring financial sustainability and accountability.
- Work closely with the Grants Department to identify and secure funding opportunities, including grants, donations, and partnerships, to support and expand housing services.
- Ensure compliance with all funding requirements and manage related reporting.

Staff Supervision and Development:

- Lead, mentor, and develop a team of program directors, managers, and staff, fostering a collaborative and supportive work environment.
- Conduct regular performance evaluations and provide professional development opportunities.

Compliance and Risk Management:

- Ensure all programs comply with federal, state, and local regulations, including fair housing laws and nonprofit standards.
- Develop and implement policies and procedures to manage risks and maintain program integrity.

Competencies:

- Strong written and verbal communication skills, with the ability to articulate complex ideas clearly and persuasively.
- Excellent organizational skills and attention to detail, with the ability to manage multiple deadlines and priorities effectively.
- Proficiency in using Microsoft Office Suite, grant management software, SharePoint experience preferred.
- Knowledge of grant funding sources, proposal writing techniques, and budget development.
- Ability to work independently and collaboratively in a fast-paced environment, demonstrating flexibility and adaptability.
- Strong leadership and organizational skills, with the ability to manage multiple programs and projects.
- Excellent interpersonal skills, with the ability to build and maintain relationships with diverse stakeholders.
- Knowledge of affordable housing, real estate development, case management, and financial assistance programs.

Requirements:**Education:**

- Bachelor's degree in social work, public administration, business administration, urban planning, or a related field. A master's degree is preferred.

Experience:

- At least 7-10 years of experience in housing and homelessness services, including at least 5 years in a senior leadership role.
- Proven track record in developing and managing housing projects, strategic planning and community engagement.
- Experience in nonprofit management, including budgeting, fundraising, and grant management.
- In-depth knowledge of affordable housing, homelessness service systems, and public policy.

Skills:

- Excellent communication and interpersonal skills, capable of engaging with a wide range of stakeholders.
- Strong analytical and problem-solving abilities, with a focus on data-driven decision-making.

Working Conditions/Physical Requirements:

- Work duties occur both in an office and remote.
- A significant amount of time is spent on the computer and sitting.