



JOB DESCRIPTION

Director of Housing Programs

Abode Services is a community based organization founded in 1988. Services include a variety of support services to families as well as adults without children. The mission of Abode Services is to end homelessness by assisting low-income un-housed people to secure stable, supportive housing and to be advocates for the removal of the causes of homelessness. The agency provides services throughout Napa County, Santa Clara County, San Mateo, Santa Cruz and Napa Counties.

Abode is seeking a **Director of Housing Programs** to join Abode's Senior Management Team and assist in accomplishing our mission to end homelessness. As part of the Senior Management team, the Director of Housing Programs must be a leader committed to excellence and growth, as Abode Services is a dynamic agency continually changing to meet the needs of those we serve. The position oversees most housing programs at Abode Services, fosters new housing partnerships, and provides input and expertise to achieve the agency's strategic goals.

Responsibilities:

- 1. Program Oversight (40%):** Provide oversight to Housing Programs in Alameda, San Mateo, and Napa Counties. Oversee housing components of other programs within Abode Services including ensuring successful implementation, evaluation and coordination of services. Ensure that programs are in compliance with funding regulations, program goals, and stakeholder expectations. Provide high level program development, goal setting, and engagement with external stakeholders specific to programs.
- 2. Senior Management (10%):** Collaborate regularly with agency management. Participate in regular Senior Management meetings with the Executive Director, COO, CFO, Director of Development, Director of Housing Programs- Santa Clara County, Director of Evaluation and Training, Director of Properties and Assets, Director of Real Estate Development, Director of Health and Wellness and Director of Social Services, to discuss issues relating to finances, human resources, and program operations.
- 3. Program/ Staff Supervision (25%):** Provide coaching and direct supervision to all staff managing the above mentioned programs. Provide regular and appropriate feedback including training, opportunities for professional growth, verbal and written improvement plans when needed, and regular evaluations.
- 4. Evaluation and Quality Systems Management (10%):** Work collaboratively with other managers and directors to ensure that a culture of outcome driven performance is maintained by valuing data quality evaluation of programs. Assist in the creation of the annual report for the public which describes all service outcomes for internal and external stakeholders.
- 5. Agency Liaison to the Community (10%):** Maintain effective public relations. Develop relationships with the community. Serve as a spokesperson for agency when called upon.
- 6. Coordination of Departments (5%):** Ensure that programs are successfully integrating supportive services and housing components to stabilize and improve housing, income, and health outcomes of participants.
- 7. Other duties as assigned.**

Qualifications:

- Minimum of 10 years of professional experience in the human services, social work, or related field.
- Bachelor's degree in social services, business, or related field required. Master's degree strongly preferred.
- Minimum five years' experience in non-profit management with a proven track record in successful implementation of housing programs for people who are homeless
- Highly proficient in Microsoft Office suite, with an emphasis in Excel.
- Supervisory experience with strong skills in program development and policy and procedures.
- Strong organizational, detail oriented, and time management skills.

- Proven ability to work independently, effectively as an individual and part of the team.
- Ability to meet the geographic range of the position. Position requires frequent travel throughout Alameda, San Mateo, and Napa Counties, and occasional travel throughout the state and country.
- Strong ability to represent the interests of the agency, interact effectively with a diverse population, and be comfortable building successful collaborative relationships with tenants, staff, and with community and resource building.
- Valid and current California Driver's License, auto insurance, and clean DMV record required.

Compensation and Benefits:

This is a full-time, exempt position reporting to the Director of Programs. The annual salary range for this position is \$75,000 to \$90,000 commensurate with experience and includes comprehensive benefits package, along with 403(b) retirement savings plan.

How to Apply: If interested in this position, please send resume and letter of interest to HR@abodeservices.org.

Abode Services is an Equal Opportunity Employer

Notice: This description is to be used as a guide only. It does not constitute a contract, commitment or promise of any kind. Abode Services reserves the right to change, add, delete, upgrade or downgrade the position as dictated by business necessity at anytime with or without notice.