

Program Director- Public Housing

Company: Enterprise Community Partners

Department: San Francisco

Location: San Francisco, California

Job Summary

The Program Director will coordinate the delivery of resources and technical assistance to Enterprise's partners with public housing portfolios in Northern California that are rebuilding homes and reconfiguring service delivery with an emphasis on comprehensive community revitalization. The Program Director will coordinate internally and externally to identify community and organizational needs, develop/implement programmatic work plans, and seek synergies where possible with other Enterprise program and loan products.

The successful candidate will be a highly motivated, creative, enthusiastic, effective team player eager to create innovative ways to revitalize public housing. The position requires working with a wide variety of public and private organizations. The position requires organizational, computer and administrative skills, creativity and the ability to perform a wide array of tasks in a fast paced environment with light supervision.

Job Responsibilities

- Coordinate and implement programs and activities for HOPE SF with the San Francisco Mayor's Office of Housing, San Francisco Redevelopment Agency, San Francisco Housing Authority, HOPE SF developers, the Campaign for HOPE SF and other key partners collaborating on this bold revitalization of multiple public housing sites.
- Collaborate with public agencies, environmental organizations, investors, and internal and external partners on the creation and implementation of the Campaign for HOPE SF, as well as new financing, policy and service initiatives emerging to execute the vision.
- Work with community based organizations to develop organizational and programmatic work plans utilizing information gathered from input from key stakeholders.
- Work with the Campaign for HOPE SF Director (located at San Francisco Foundation) to identify process and product needs.
- Convene and facilitate key committees, task forces, stakeholder groups and learning tour participants –providing coordination, meeting venue, materials and logistical support as well.
- Develop a system and manage grant funds to community based organizations and consultant contracts including budgets, scopes of work and reporting requirements –including for evaluation and communication consultants.
- Work with housing authorities and other public agencies in the Bay Area to assess needs, develop programs to meet those needs.
- Assist Enterprise to push the envelope in implementing innovative programs for public housing
- Assist in fundraising and grant writing and related reporting.
- Assist in communication efforts around Enterprise and public housing.

- Participate in Enterprise Northern California endeavors to improve internal office operations and/or services provided to external partners.

Qualifications

- Bachelor's degree in city planning, public policy, public administration or other related field with at least six (6) years of relevant work experience. Graduate degree may be substituted for up to two (2) years of experience.
- Demonstrated knowledge in the areas of affordable housing, public housing, housing development, housing based human services.
- Technical expertise in one or more of the following areas: program design and delivery; training and technical assistance; research and report writing/communications; grants management, public housing finance.
- Experience with and knowledge of nonprofit program management, organization, project development, or implementation of community development programs.
- Actively participates in team-oriented activities, builds relationships.
- Strong presentation, negotiation and interpersonal skills.
- Strong oral and written communication skills.
- Excellent computer skills, including Word, PowerPoint and Excel.
- Respond to requests for information and analysis on a range of issues, putting into practice Enterprise's role as a trusted advisor to our partners.
- Sound judgment and ability to identify and analyze typical work situations and develop solutions.
- Candidate must be able to work in a fast paced environment and manage simultaneous projects.
- Commitment to actively participate in team-oriented activities, builds relationships, and facilitate solutions.
- Ability to operate independently under minimal supervision and successfully navigate new situations and environments.
- Ability to reflect upon successes and failures constructively and openly.

Compensation

Enterprise offers a competitive benefits package that can be viewed at www.enterprisecommunity.org. The salary for this position will be established to be commensurate with the candidate's experience.