

Society of St. Vincent de Paul Georgia, Inc.

POSITION: **Housing Director**
REPORTS TO: CEO
DEPARTMENT: Programs
STATUS: Full time, Salaried, Exempt



Respecting the dignity of each person, St. Vincent de Paul Georgia (SVDP) brings hope and help to those in need so they may achieve stability and move toward self-sufficiency. The focus is on preventing homelessness, fighting hunger, and changing lives. Programs include housing, utility assistance, food recovery and distribution, jobs assistance, transportation, and prescription fulfillment through an onsite pharmacy. Services are provided through the headquarters' (Council) facility, 73 Conferences (parish-based chapters) and 11 Thrift Stores.

Our Motel to Home program is a comprehensive model designed to help families move from extended-stay motels to more stable housing. We believe that safe and stable housing is the key leverage point for improving lives and achieving self-sufficiency by impacting:

- Intergenerational economic mobility
- Educational achievement
- Health and wellness

POSITION SUMMARY

Reporting to the CEO, the Housing Director is responsible for developing a statewide housing strategy for SVdP Georgia that focuses on the growth and sustainability of the program with the overall goal of helping each client remain in stable housing.

Job Responsibilities

- Evaluate new opportunities for strategic partnerships and lead collaborative efforts including the local continuums of care
- Effectively manage people, processes, and finances in support of our existing Motel to Home program; create programs that will expand existing programs
- Provide leadership, training, and education to our volunteer caseworkers around the state as an internal consultant on housing issues
- Work with our Grants Manager and Development team to raise funds to support our initiatives and ensure compliance and proper reporting for existing grants
- Develop, manage, and coordinate Housing Assistance programs including short and intermediate term rent assistance, emergency shelter, long term permanent housing and support services with the goal of long term stable housing.
- Prepare and maintain department budget

Qualifications:

- Bachelor's degree in business, nonprofit management, public administration or a related field preferred
- 3-5 years relevant experience in housing and homeless prevention preferred; a passion for serving the community and creating greater social impact is key!
- Effective management skills and ability to take initiative and complete complex multi-faceted projects
- Strong interpersonal communication and relationship-building skills; proven ability to build collaborative relationships with key stakeholders, including government officials, donors, volunteers, property managers and clients
- Experience with federal and state grants compliance and reporting requirements
- Proficient in Microsoft suite of products including Outlook, Word, Excel;
- Knowledge of affordable housing tax credits and regulations
- Occasional travel within the state

Compensation:

Competitive salary commensurate with experience and background plus benefits, including health insurance, dental, vision, 401K retirement plan, 401K match, STD, LTD, Life Insurance and FSA.

This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents may perform other related duties as may be required.

To apply, submit letter of interest, resume, and salary requirements to sbatesboston@svdpgeorgia.org
Learn more about St. Vincent de Paul Georgia at www.svdpgeorgia.org

Location

2050 Chamblee Tucker Road, Chamblee, GA 30341