

POSITION DESCRIPTION

Job Description for:	Housing Director
Reports to:	Deputy Director
Date Last Updated:	March 2021
FLSA Status:	Exempt

Responsibilities (covering the general areas to be handled by the individual in this role):

- Support and drive FDC's inclusive mission in all internal and external work.
- Support and strengthen an efficient and effective internal operational system for the Housing Case Management Programs.
- Implement and manage the operational system for the Housing Case Management Programs.
- Recruit, hire, train, and supervise Program staff in accordance with FDC guidelines.
- Serve as a positive and influential role model within the community by representing FDC at local events.
- Ensure thorough oversight of departmental contracts and budgets, ensuring up to date records of all required deliverables.
- Continuously develop and deliver program reports for the needs of both internal and external stakeholders, including various funding sources.
- Understand and communicate FDC's Housing Program philosophy and the goals of the program to internal and external stakeholders.
- Adhere to all changes which may affect the Program from the local, state and federal level.
- Use creative and critical thinking to continuously improve, innovate, and pivot the Program ensuring that it upholds the overall mission of the organization.
- Work constructively with housing clients through one-on-one case management.

Qualifications:

- Bachelor's Degree required; Master's Degree preferred.
- At least three (3) years of experience working in a housing counseling program within a diverse population, with at least two (2) years in a supervisory role.
- Strong program development, partnership and team building skills.
- Ability to work independently and hold oneself accountable but also within a multi-disciplinary group environment across program areas.
- Strong organization, project management, and coordination skills.
- Strong written and verbal communication skills.
- Ability to multitask and prioritize work.
- Excellent attention to detail and problem-solving skills.

You Should Include These In Your Application

- A resume
- A written description of why you're interested in this role and examples of how you've exemplified the qualities listed above in your previous work experience.

Please send a **resume and cover letter** to: Ms. N. Huggins at hr@fdconline.org

Salary, Benefits and Perks

The Housing Director's starting salary will range from \$ 59,000 to \$70,000.

This is a full-time, year-round position at The Flatbush Development Corp a 501(c)3 nonprofit organization. The benefits include:

- Vacation and PTO
- Health, dental, vision insurance
- 401K Plan
- Employee discounts

Who we are and the work we do

About FDC

FDC helps a diverse and vibrant community access opportunities and realize their dreams through a combination of housing, economic development, and youth-centered initiatives. These programs include a mix of tenant organizing and advocacy; youth development programs, and direct social service case management. FDC has long been a partner fighting for equity, positive community change, and a more just city.

Housing Program

FDC works with residents on many different housing initiatives, including creating and maintaining tenant associations, working with tenants to take part in city and state-wide housing campaigns, tracking and monitoring buildings at risk of deterioration, advocating on behalf of tenants in housing court, providing individual assistance to tenants in need of other services; and hosting housing forums to support renters and homeowners.

Equal Employment Opportunity

Flatbush Development Corporation is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, sexual orientation, gender identity, national origin, protected veteran status, disability, or any other basis protected by federal, state, or local law.

Learn more about us at <https://www.fdconline.org>