



Join our Team!
Assistant Director of Leased Housing

ORGANIZATION

Metro Housing Boston (formerly Metropolitan Boston Housing Partnership) is a leading nonprofit dedicated to connecting the residents of Greater Boston with safe, decent homes they can afford. Metro Housing empowers families and individuals to move along the continuum from homelessness to housing stability. Serving more than 25,000 households annually, we work seamlessly to bridge the gaps among government, nonprofits, and corporations to continually increase our impact. With more than 30 years' experience piloting and implementing housing programs, we have solidified our position as an industry-leading expert on navigating the affordable housing field.

Metro Housing|Boston's mission is to mobilize wide-ranging resources to provide innovative and personalized services that lead families and individuals to housing stability, economic security and an improved quality of life. We put "people first." If you share these goals and would like to be part of our team, submit your résumé and cover letter.

OVERVIEW

The Assistant Director of Leased Housing assists with the administration of rental assistance utilizing federal and state subsidy programs for 9,600 homeless and at-risk families and individuals. S/he works closely with the Director of Leased Housing and other departments within Metro Housing|Boston in a collaborative manner developing and implementing systems to maximize efficiency and provide the highest quality service to tenants, property owners, and staff.

REPORTS TO

Director of Leased Housing

RESPONSIBILITIES MAY INCLUDE

- Directly supervise Metro Housing|Boston Leased Housing program managers who manage the day-to-day operations of the leased housing rental assistance programs;
- Ensure that Metro Housing|Boston meets the quality standards necessary for state and federal funding by administering the Quality Assurance Review Process for all rental assistance programs;
- Responsible for the Metro Housing|Boston Fraud Program and the collection of tenant debt and property owner overpayment;
- Maintain up-to-date information regarding HUD and DHCD regulation and policy changes by reviewing, HUD and DHCD communication including: HUD Clips, Federal Register Notices, Public Notices, DHCD Memorandum, Nan McKay updates, and overall collaboration with DHCD staff.
- Maintain an ongoing training curriculum for new and existing staff; work closely with program managers in developing training plans;
- Coordinate with the program managers to ensure that rental assistance staff are kept current and are applying, both equitably and consistently, program regulations, policies and procedures;
- Coordinate the development and writing of program policy in response to changes in HUD/DHCD regulations and policy; and

- Other duties as assigned.

QUALIFICATIONS

- B.A./B.S. or equivalent work experience required; Master's degree preferred;
- 5+ years of management experience administering a large rental assistance program, including both tenant-and project-based assistance;
- Experience in program design and implementation;
- Willingness to work as part of a team to promote the goals of the program and agency;
- Demonstrated ability to work well in stressful situations;
- Demonstrated ability to manage several tasks at once, anticipate and identify problems putting forward solutions that are creative, innovative, and flexible;
- Demonstrated track record in managing a large staff, using a team building approach;
- Exceptional staff and program management skills, including negotiation, conflict resolution, and coaching;
- Thorough knowledge of federal and state rental assistance programs regulations;
- Computer literacy required, including proficiency in Microsoft Office, Outlook and Tracker systems;
- Excellent written and verbal communication skills;
- Strong organizational skills and detail-oriented; and
- A commitment to providing affordable housing.

PREFERENCE GIVEN TO

- Candidates with multilingual skills (verbal and written). We are seeking candidates that speak and write English and at least one of the following languages (for interpreting and translation): Vietnamese, Cape Verdean Creole, Portuguese, Cantonese, Mandarin, Toisanese, and Spanish.
- Candidates who live within two miles of Metro Housing | Boston's headquarters at Roxbury Crossing.

REQUIRED CERTIFICATION * (within one year of hire date)

- Housing Choice Voucher Executive Management Certification
 - Housing Choice Voucher Financial Management Certification
 - Supervisory Management Certification
- *Commensurate and applicable experience may be substituted for the certification on a case by case basis.*

SALARY/BENEFITS (This is an exempt position.)

Salary: \$60,000-\$65,000 and excellent benefits. Please see website: www.metrohousingboston.org

TO APPLY: Résumé and cover letter to:
Human Resources
Metro Housing | Boston
1411 Tremont Street
Boston, MA 02120-3401
HR@metrohousingboston.org

AN EQUAL OPPORTUNITY EMPLOYER