

VINFEN
DIRECTOR OF AFFORDABLE HOUSING
POSITION DESCRIPTION

Summary:

Responsible for oversight of Vinfen's residential lease management activities and rental subsidy administration, reporting and compliance. Establish and implement real estate-related policies and procedures. Provide consultation and technical assistance to Operations management and staff on real estate-related issues. Supervise team of Leasing and Subsidy Specialists.

Job Duties and Responsibilities:

The essential job duties/responsibilities of the position are included in but not limited to the information listed below.

1. Manage the activities of the Leasing and Subsidy Specialists. Hire staff; provide direction, training, and coaching; conduct performance planning and review sessions; provide guidance on career development. Utilize staff appropriately with the goal of optimizing effort and achieving operational and financial goals. Apply counseling, disciplinary and corrective action programs as necessary.
2. Provide training, technical assistance, support and consultation to Operations staff, including Housing Coordinators, in areas of real estate, residential tenancy, fair housing regulations and practices, and rent subsidy related issues. Facilitate the PRD ACCS Housing Coordinator Community of Practice (CoP).
3. Ensure appropriate lease management, including tracking of renewal and expiration dates, accurate payment and, as appropriate, recoupment of costs, and compliance with applicable auditing regulations. Validate and approve disbursement of residential rent and stipend payments.
4. Ensure Vinfen's regulatory compliance with all held state and federal housing subsidy programs (DMH Rental Assistance, McKinney Continuum of Care Rental Assistance and Leasing, Section 8, HUD 811, etc.). Develop and implement strategies to maximize subsidy revenue to agency and facilitate access to persons served.
5. Actively participate in Continuum of Care (CofC) throughout Vinfen's service area. Coordinate HUD NOFA applications and renewals and other housing development responses by Vinfen in collaboration with Operations staff and Vinfen's Contracts Manager. Ensure compliance with HUD and CofC reporting requirements, including Annual Performance Reports (APR) and Homeless Management Information Systems (HMIS). Develop and implement policies and procedures for McKinney funded grants.
6. Manage activities associated with HUD 811 PRAC projects. Develop and implement policies and procedures regarding tenant screening, leasing and certification and HUD-mandated Enterprise Income Verification (EIV) system. Process PRAC renewal Contracts; assist in preparation of rent increase requests. Oversee contract with TRACS provider; ensure timely submission of Vouchers to and payments from HUD. Prepare annual HUD property budgets and monitor same.
7. Initiate, guide and maintain communication, strong working relationships and collaborations with state and local, public and private housing organizations, e.g. DMH, DDS, HUD, DHCD, DND, CHAPA, CEDAC, municipal governments, local and regional housing authorities, community development corporations and property management companies.
8. Ensure leasing of residential properties is conducted to meet strategic and financial needs of Vinfen and service and housing needs of Operations staff and persons served. Facilitate collaboration between Leasing and Subsidy Specialists, Operations staff and Finance Department. Review and revise residential lease agreements and addenda in consultation with Vice President of Housing and General Counsel.
9. Develop effective systems for collecting, organizing, analyzing, and presenting information on current owned and leased properties. Ensure integrity and conduct audits of property-related information maintained in Agresso.

10. Actively scan the local, state and federal environment and seek out affordable housing development opportunities. Aggressively pursue affordable housing development projects to increase stock of and access to high quality affordable housing by Vinfen and persons served.
11. Instill the Vinfen mission and values regarding consumer service in all internal and external contacts.
12. Comply with internal and external financial, documentation and reporting requirements. Develop policies and procedures as needed.
13. Perform other duties as assigned.

Knowledge and Skills:

- Ability to develop and maintain productive working relationship with state and local, public and private housing organizations, e.g. DMH, DDS, HUD, DHCD, DND, CHAPA, CEDAC, municipal governments, local and regional housing authorities, community development corporations and property management companies.
- Knowledge of the regulatory compliance requirements of state and federal housing subsidy programs.
- Knowledge of HUD regulations and HUD NOFA applications and renewals process.
- Knowledge of residential tenancy and fair housing laws, regulations and practices.
- Be aware of Vinfen's operational and clinical property requirements.
- Negotiating skills.
- Ability to work in a professional and confidential capacity.
- Ability to exercise considerable judgment and make independent decisions.
- Knowledge of Vinfen organization and management practices.
- Organizational and analytical skills.
- Presentation and communication skills.
- Ability to balance many competing priorities.
- Knowledge of personal computer applications and equipment, including database management.

Typical Recruiting Requirements:

Master's degree in Business, Public Administration or related field. Ten or more years related experience. Additional experience may be substituted for academic training.

Physical Effort:

Normal.

Working Environment:

Normal Office Environment majority of the time. Travel by automobile to existing and potential sites will be required.

Scope:

Number of Employees Supervised: 4

Contact:

Please visit Vinfen's website (at vinfen.org) to submit an on-line application. If you saw this on AnnLSilverman Consulting website, please indicate that in your application.