Job Title: Program Manager, Housing Placement & Acquisitions
Department: Collaborative Housing
Reports To: Director of Housing & Real Estate
FLSA Status: Exempt
Location: Culver City
Job Type: Full-Time

Position Summary

The Program Manager of Housing Placement & Acquisitions is responsible for overseeing housing placement efforts and managing acquisition projects to expand housing options for vulnerable populations. This role focuses on building partnerships with property owners, landlords, and housing agencies to secure affordable, sustainable housing solutions. The Program Manager will play a key role in developing strategies to meet housing needs, tracking performance metrics, and ensuring alignment with organizational goals and funding requirements.

Key Responsibilities

1. **Housing Placement Management**

   - Oversee the day-to-day operations of the housing placement team, providing guidance, support, and supervision to ensure successful placement outcomes.
   - Develop and implement housing placement policies, procedures, and strategies to improve efficiency and meet program goals.
   - Collaborate with case managers to assess client housing needs and match them with suitable housing options.
   - Act as point of contact and coordinator between homeowners and SHARE!

2. **Acquisition and Partnership Development**

   - Identify and cultivate relationships with property owners, landlords, real estate agents, and housing authorities to expand housing inventory.
   - Negotiate and secure lease agreements, property acquisitions, and other housing arrangements, ensuring they align with organizational budgets and compliance requirements.
   - Develop strategies for increasing available housing, including researching and pursuing property acquisitions, rehabilitation, and partnerships.

3. **Program Administration and Compliance**

   - Ensure that all housing placements and acquisition processes comply with local, state, and federal regulations, including fair housing laws.
   - Maintain accurate records and reports on placements, acquisitions, and partner engagements for internal and external reporting.
   - Coordinate with the finance and grants teams to monitor budgets, funding allocations, and reporting requirements related to housing programs.

4. **Stakeholder Engagement and Community Outreach**

   - Represent the organization in community meetings, housing coalitions, and with local agencies to promote the housing program and expand awareness of housing needs.
   - Act as a liaison with government agencies, funders, and other partners to enhance housing opportunities and advocate for housing solutions.

- Design and deliver training or informational sessions to community partners, landlords, and staff on topics related to housing resources and best practices.
- Develop information for landlords to be able to reference on various types of rental assistance as well as contracts.

5. **Data Management and Reporting**

- Collect, analyze, and report data on housing placements, retention rates, and other key metrics to measure program effectiveness.
- Use data to identify trends, areas for improvement, and resource needs, and implement changes to improve outcomes.
- Prepare and present monthly, quarterly, and annual reports to leadership, funders, and other stakeholders.

6. **Team Leadership and Development**

- Supervise housing placement staff, including recruitment, training, and performance management.
- Foster a positive and collaborative work environment, encouraging professional growth and team cohesion.
- Conduct regular team meetings and performance reviews to ensure alignment with organizational goals and individual growth.

Qualifications

- Bachelor's degree in Social Work, Urban Planning, Public Administration, or a related field (or equivalent experience); Master's degree preferred.
- Minimum of 3-5 years of experience in housing services, property management, real estate, or a related field. Experience in a non-profit or government setting preferred.
- Strong understanding of affordable housing markets, property acquisition, and landlord-tenant relationships.
- Excellent negotiation, communication, and interpersonal skills.
- Ability to analyze data, prepare reports, and present findings to diverse audiences.
- Knowledge of local, state, and federal housing regulations, including fair housing laws.
- Proficiency in Microsoft Office Suite and housing management databases.

Physical and Work Environment Requirements

- This role requires occasional travel within the community and may involve evening or weekend work to accommodate program needs and events.
- Standard On-Site Office

Compensation

The expected salary for this role is $69,000 per year. We offer a comprehensive benefits package, including:

- Affordable medical, dental, and vision insurance
- 403(b) retirement plan
- PTO
- 10 paid holidays
- Costco card