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## **Job Description**

Job Title:            Manager of Vehicle Grant Program  
Department:        Transportation Department  
Reports to:         Director of Operations  
FLSA Status:        40 hours per week, Exempt  
Salary:             \$75,000-\$80,000

### **About Community Housing Development Corporation**

Here at CHDC, we strive to create vibrant communities by providing housing and supportive services. We aim to create a foundation for low to moderate-income individuals, families, and seniors to thrive. Our goal is to promote self-sufficiency and improve the quality of life within the communities we serve. Community Housing Development Corporation is committed to building a staff that is rich with cultural, social, and experiential diversity.

**GENERAL RESPONSIBILITIES:** Under the general supervision of the Director of Operations, the Manager of the Vehicle Grant Program (VGP) is responsible for managing the CARB-sponsored Driving Clean Assistance Program (DCAP) throughout low-income and disadvantaged communities. She/he/they will play a major role in the day-to-day operations of the Transportation Department and will work to assure that the Driving Clean Assistance Program has a strong presence of visibility in the communities in need and the adoption of clean vehicles. They will also be responsible for daily department functions such as; supervising staff & monitoring department expenditures.

### **RESPONSIBILITIES:**

- Create and promote program awareness throughout communities through continuous marketing and public relations efforts with assistance from our marketing specialist.
- Establish strategies where equity and needs based delivery are at the center of program operations.
- Generate and oversee a significant amount of grants per year for DCAP's down payment assistance and follow best practices.
- Establish rapport and cultivate relationships with clients, community partners, stakeholders, and local businesses.
- Supervise staff on day-to-day operations of the Department.
- Work closely with counseling staff to provide financial counseling and related financial education services to individuals and families as they go through the process of obtaining a loan and/or grant to purchase their vehicle.
- Work with Director in developing strategies and procedures for advancing creditworthiness and future goals for applicants. This entails providing one-on-one counseling with staff, and sometimes meeting with clients, analyzing their individual situations, developing a plan of action, and ongoing coaching.
- Have strategies in place to address Financial Coaching i.e., its importance in applicant financial independence, future goals, and credit worthiness.



- Establish and continue partnerships with communities on social networking platforms
- Ensure the Integration of Salesforce and work to counsel/coach applicants on the financial literacy program and establish a high-touch case management approach for client financial success.
- Coordinate, facilitate, and implement an effective DCAP program by administering approved program processes.
- Complete quarterly reports to our funding partners.
- Complete timely and clear performance evaluation for direct reports
- Make continuous efforts and strives to maintain a well-equipped staff who are updated on CHDC policy and procedures as well as knowledgeable on EV market news.
- Provide a solid leadership model for employees that encourages them to meet their targets, as well as to detect performance growth deficiencies and implement coaching activities to close such gaps.

#### **QUALIFICATIONS:**

- Bachelor's degree or equivalent experience of 4 to 5 years in financial services industries, consumer credit counseling, personal banking, and/or collections.
- 3 to 5 years of supervision experience
- Demonstrated experience in the areas of consumer credit counseling/case management field regarding developing family budgets, spending plans, interpreting credit reports, and some experience with collections and/or loan processes.
- Proven track record of building relationships with internal stakeholders and external partner organizations.
- Ability to manage a diverse team of experts overseeing several projects simultaneously on time and within budget with the highest level of professionalism and integrity
- Strong Microsoft suites experience
- Excellent communication skills, both written and oral, including experience with public speaking and facilitating meetings and training.
- Possess a high degree of organization, ability to solve problems independently, and work with others in a congenial and collaborative manner.

#### **PHYSICAL REQUIREMENTS:**

- Must be able to remain stationary for extended periods of time.
- Must be able to move throughout the office, access files, meet with residents, and climb flights of stairs if needed.
- Requires the mental acuity to perform the essential functions as outlined in an accurate and timely fashion.
- Must be able to lift at least 25 pounds.

#### **How to apply:**

June 1, 2022



Please send application to [Rhuntley@communityhdc.org](mailto:Rhuntley@communityhdc.org)

**BENEFITS:**

Medical Insurance, Vision Insurance, Life Insurance, AD&D insurance, Paid Vacation, Paid Sick Days, Paid Holidays, 403 (B) Plan.

Equal Opportunity & Equity Statement Community Housing Development Corporation is an equal opportunity employer that values diversity as central to our work serving The Bay Area. We comply with all applicable state and local laws governing nondiscrimination in employment. Our practices are in alignment with our commitment to workplace equity, diversity, and inclusion. We foster a work environment where our current and future staff feel welcomed without regard to race, color, religion, gender identity, national origin, sex, age, disability or sexual orientation.