



Explore a career at EAH Housing.

Start or continue a career in real estate development and management with EAH Housing. We are looking for talented and skilled professionals as we expand our property portfolio throughout California and Hawai`i. As a mission-based nonprofit organization and industry leader for more than 50 years, we live up to our values, and work to create opportunities to empower people to live better lives. Join us and make a difference today.

What we offer.

We offer a comprehensive benefits package that includes medical, dental, vision, disability and life insurance, as well as a 403(b) retirement plan with a 5% match. We also offer generous vacation accrual, holiday schedule, and work schedule flexibility.

We believe in work / life balance.

15 days of vacation per year (which increases based on years of service)
10 paid sick days per year
13 paid holidays
Flexible Start Times (REM Onsite Positions)

We take care of our employees.

Competitive Salaries
403b Retirement Plan with 5% company match
Employee Wellness Program
Comprehensive Medical Insurance Plans
Affordable Dental & Vision Insurance
Flexible Spending Account
EAP – Mental Health, Financial and Legal Services
\$1,500 Employee Referral Program
EAH University, an in-house training program

Position is for a full-time Director, Special Programs to work at EAH Corporate located in San Rafael, CA. This is a hybrid remote position. Qualified candidates will have a Bachelor's degree in Social Service, healthcare, or related field, or equivalent combination of education and/or experience. Must have 5+ years of experience in human services, including at least 2+ years of experience with supportive housing, social services, policy or housing development. Must have 2+ of experience that reflects an understanding of the causes of homelessness, and Housing First program(s). 3+ years of supervisory experience. Master's degree in Social Service, healthcare, or related field preferred. Experience in affordable housing, fundraising and writing grants is a plus.

Salary range: \$90,000.00 to \$144,000.00 per year; **hiring range for new employees is generally \$90,000.00- \$117,000 per year, DOE.** Please note an offer will take into consideration the experience of the final candidate and the current salary level of individuals working at EAH in a similar role.

COMPANY OVERVIEW

Established in 1968, EAH Housing is one of the largest and most respected nonprofit housing development and management organizations in the western United States. EAH develops low-income multifamily housing, manages more than 222 properties throughout in California and Hawaii, and plays a leadership role in local, regional, and national housing advocacy efforts.

EAH Housing puts its core values into action every day as our staff of 700 people serves 25,000 residents in 87 municipalities. We offer competitive wages, comprehensive benefits, professional development, and invest in our employees through extensive training programs. Please visit our www.eahhousing.org to learn more about us, our culture, and how we strive to maintain excellence in everything we do.

For immediate consideration, please apply to requisition DIREC003916 on our website at www.eahhousing.org/careers

POSITION OVERVIEW

Oversees special programs to enhance the overall quality of service delivery for affordable and permanent supportive housing communities. Provides oversight and coordination of Service Provider Organizations to ensure delivery of services designed to assist housing communities in gaining skills to break the cycle of homelessness, live independently and become self-sufficient by connecting them with existing social services provided by public agencies or private practitioners within the community. Responsible for identifying and implementing new service delivery models and systems to enhance existing programming through new funding mechanisms such as CalAIM. Provides oversight of digital literacy programming to bridge the digital divide and promote digital inclusion for residents in housing communities throughout the portfolio. The Director of Special Programs plays a leadership role in special programs in the portfolio, acts as a liaison with other departments within EAH Housing, and represents EAH Housing to external stakeholders. Understands and supports EAH Housing mission and core values.

RESPONSIBILITIES

- Oversees the implementation and administration of supportive services to meet all regulatory and funding service requirements for communities of individuals with special needs including persons coming from homelessness and those struggling with physical and mental health challenges.
- Identifies Service Provider Organizations and negotiates and executes contracts and/or memoranda of understanding with Service Providers to meet the regulatory commitments and service needs of the residents.

- Provides administrative oversight to ensure third-party providers are in compliance with all requirements of their contract and/or agreement and assess effectiveness of the partnership.
- Enforces Service Provider contracts with respect to filling tenant vacancies. Recommends transfer of units away from Service Provider when guidelines for turnover in Service Provider contracts are not met. Works collaboratively with Service Providers to ensure prospective applicants meet screening criteria and have necessary documentation ready prior to referral to EAH Resident Manager.
- Provides service support, including one-on-one support and community-wide events and activities, to residents as needed in the absence of, or transition between, Service Provider Organizations. Works collaboratively with EAH Real Estate Management staff and Service Provider Organizations to resolve any resident conflicts, disputes, or housing stability concerns.
- Ensures appropriate data collection and reporting as required by funders, government entities, and agency senior management.
- In collaboration with the Director of Permanent Supportive Housing and the Director of Housing Support, establishes and manages a pipeline of services partners for proposed and confirmed future housing developments and enlists the support of existing partners for new Real Estate Development proposals to cities and counties throughout California and Hawaii.
- Identifies new collaborative partners and strategic opportunities, such as CalAIM funding, for provision of services programming at new and existing sites. Evaluates and conducts due diligence on opportunities and presents recommendations to the Vice President of Resident Services.
- Develops or modifies service delivery model to pilot programs utilizing new funding models such as CalAIM including working with other departments as needed to set up necessary internal systems for documentation and reporting.
- Participates in activities that advance EAH Housing's mission, including program development and innovation, the creation and implementation of policies and procedures, and defining best practices for service delivery of special programs.
- Provide oversight of digital literacy programming throughout the portfolio including development of programming, identifying funding sources, applying for grants, and providing administrative oversight of grants to ensure outcomes are met successfully.
- Maintains confidentiality of resident information and ensures that appropriate releases of information are obtained when necessary.
- Actively participates in EAH's Injury and Illness Prevention Plan.
- Regular and predictable attendance.
- Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Provides direct supervision to the Technology Program Manager.

- Hires, trains, supervises, motivates and develops staff.
- Managers schedules and workflow.
- Assigns duties and monitors quality of work.

- Assures staff conforms to organizational policies and procedures and government regulations.
- Provides day-to-day guidance and oversight of subordinates.
- Actively works to promote and recognize performance.

QUALIFICATIONS

Bachelor's degree in Social Service, healthcare, or related field, or equivalent combination of education and/or experience. 5 - 8 years of experience in human services, including at least 2 years of experience with supportive housing, social services, policy or housing development. 2 to 3 years of experience that reflects an understanding of the causes of homelessness, and Housing First program(s). 3 years of supervisory experience.

DESIRABLE QUALIFICATIONS

- Master's Degree in Social Service, healthcare, or related field.
- Experience in affordable housing environment.
- Experience in fundraising and writing grants.

CRIMINAL BACKGROUND CHECK REQUIREMENTS

EAH Housing conducts criminal background checks on all candidates who have received a conditional job offer. Once you have received such an offer, you will be required to submit and pass our criminal background requirements. EAH also verifies education and employment history. Any verified discrepancy (resume or online application) may delay your background check results and/or affect your eligibility to work at EAH. Please be advised that certain roles may also require fingerprinting due to legal requirements. If onsite housing is a requirement of the position, any household members over 18 years of age who will be living onsite with the candidate must also undergo a criminal background check and tenant screening. Satisfactory completion of background check and fingerprinting requirements is a requirement of employment with EAH.

DRUG TESTING

EAH Housing requires all candidates who have received a conditional job offer to submit to drug testing within 72 hours from acceptance of our job offer. EAH Housing does not test for marijuana/cannabis. Satisfactory completion of drug testing is a requirement of employment with EAH.

EAH Housing is an AA/EEO/Veterans/Disabled Employer. CA BRE #00853495 | HI RB-16985

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