

HOUSING ACTION ILLINOIS JOB POSTING

DIRECTOR OF TECHNICAL ASSISTANCE

Organizational Description: Housing Action Illinois is a statewide coalition formed to protect and expand the availability of quality affordable housing throughout Illinois by advocating for increased public and private resources dedicated to affordable housing and by building the capacity of nonprofit agencies working to create and preserve such housing. We believe that housing is a human right, and we believe in a society that promotes basic human needs, such as decent and safe housing, for all of its members. Housing Action has three program areas: Public Policy Advocacy; Public Education and Organizing; and Training and Technical Assistance. Whether through advocating for legislative change, or providing hands-on assistance to emerging or established housing counselors, developers, and homeless service providers, we aim to preserve and expand the stock of fair and affordable housing in Illinois. Incorporated in 1986 as the Statewide Housing Action Coalition, Housing Action has over 150 members statewide.

Responsible to: Executive Director

Summary of Primary Job Functions: The Director of Technical Assistance (TA) is responsible for the implementation, management, and evaluation of Housing Action's Technical Assistance and Training program. As a member of the senior management team, the Director of TA participates in strategic planning and budgeting initiatives, and is responsible for working within the mission, policies, and guidelines of the organization to advance affordable housing in Illinois. The Director of TA staffs the Board of Director's Housing Developers Committee and, as needed, the Housing Counseling Professionals Committee.

Primary Duties and Responsibilities:

Program Delivery:

- Responsible for the development, implementation, management, supervision and evaluation of all activities of the Training and TA Program ("Program").
- Compile, maintain and report on monthly, quarterly and annual Program statistics.
- Manage federal and state grants related to the Program (e.g., grants from the U.S. Dept. of Housing & Urban Development and the Illinois Housing Development Authority), including having primary responsibility for drafting the proposals and reporting on activities.
- Draft reports on the Program for management and for funders. Otherwise communicate with funders as outlined in funding agreements and as necessary to maintain positive relationships.
- Ensure that the Program operates within the approved budget, and monitor and approve all budgeted Program expenditures.

- In cooperation with the Executive Director and Development Director, seek out and apply for funding to maintain and potentially expand Program.
- Communicate with members and other stakeholders to gain community support for all of Housing Action's programs and to solicit input to improve programs.
- Analyze trends in the programs and the industry, identifying issues and developing and recommending solutions/initiatives to the Executive Director.
- Implement, manage, supervise and evaluate all activities related to the Program.
- Develop, implement and evaluate recruitment strategies to expand the number of volunteers and staff to support the Program.
- Develop, implement and evaluate recruitment strategies to expand the number of members participating in the program
- Responsible for the expansion of the programs by forming partnerships where appropriate.
- Communicate with the media for the Program.
- Identify potential technical assistance recipients and ensure that services are provided either in-house or through the use of consultants.
- Provide on-site assistance in designing and implementing affordable housing development and housing counseling projects.
- Design, arrange, and in some cases, conduct trainings for non-profit affordable housing developers and housing counseling agencies.
- Coordinate activities with other local, state and national providers of technical assistance.
- Staff the Board of Director's Housing Developers Committee and, as needed, the Housing Counseling Professionals Committee.
- Work with the Policy Director to publish research and quarterly newsletter.

Human Resource Management:

- Direct, plan and coordinate the work of the Program staff, including supervision, evaluation, training and team building.
- In consultation with the Executive Director, select, hire, coach, and discipline Program staff as needed.
- Ensure communication and coordination of activities with the Executive Director and other Housing Action staff.

Qualifications:

- Bachelor's Degree required, Masters' preferred.
- At least three years experience with a non-profit, community-based organization in one of the following areas: community organizing or advocacy; affordable housing development, housing counseling or community economic development; public policy in housing or a related social justice field.
- Commitment to the philosophy of community empowerment and a demonstrated ability to work with diverse populations.
- Strong creative problem solving and group work leadership skills.
- Ability to work independently and as part of a team.

- Extremely detail-oriented and organized with strong written and verbal communication skills.
- Ability to work flexible hours, including evenings and weekends as needed.
- Willingness to travel around the state; must have valid driver's license.

Salary is competitive for organizations of this size/budget, and Housing Action offers generous benefits.

Deadline to Apply: October 18, 2011 (although we will be reviewing and responding to resumes on a rolling basis).

Please send cover letter, resume, writing sample, and three references via email to: employment@housingactionil.org with "Director of Technical Assistance" in the subject line, or via U.S. Mail to Director of Technical Assistance Search, Housing Action Illinois, 11 East Adams, Suite 1601, Chicago, IL 60603. No calls please.

Housing Action Illinois is an equal opportunity employer.