

## **RIHousing – Program Manager/Lead & Healthy Housing**

RIHousing is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

### **What it's all about:**

This position is accountable for making certain that program activities involving RIHousing's Lead Safe Homes Program (LSHP) are coordinated and executed to ensure remediation of lead hazards and other housing deficiencies. This includes HUD's Lead Hazard Reduction demonstration grant, state-funded lead remediation and RIHousing funded lead-remediation activities.

### **What you'll do on a daily basis:**

- Managing the daily operations of RIHousing's LSHP to make certain that:
  - The application pipeline is being processed efficiently and appropriately, and new properties are brought into the pipeline
  - Funding recommendations and income qualifying decisions are made in accordance with applicable state and federal policies and program guidelines.
  - Construction is proceeding appropriately and in a timely fashion
  - Ensure compliance with HUD and state funding requirements
- Develop and implement policies, procedures, and systems to effectively administer the LSHP
- Prepare all required legal and other documentation and prepare management reports to ensure proper program administration. Prepare and monitor budgets; approve expenditures and compile appropriate financial reports for various programs in an accurate and timely manner.
- Ensure that all assigned state and federal reports are prepared in an accurate and timely manner.
- Serve as the liaison to HUD and other regulatory agencies for program accountability.
- Administer development programs with a focus of Healthy Homes initiatives as assigned, to ensure compliance with applicable federal, state and program requirements.
- Provide technical assistance to applicants, sponsors, and specific agencies/groups on affordable housing issues and assist in the development and implementation of housing programs and relevant internal policies and procedures as needed.
- Represent RIHousing on committees, task forces, and meetings with state and community agencies, sponsors, and real estate professionals to administer assigned programs, resolve issues and develop new programs.
- Supervise staff to ensure that grant administration, monitoring and reporting responsibilities are carried out accurately and in a timely fashion consistent with all regulatory and contractual requirements.
- Provide technical assistance and perform special assignments or research as directed.

### **What you'll bring to the team:**

- Oversees all LSHP activities, including customer service, program outreach and application intake, contractor recruitment and onboarding, inspections and development of project scopes, and our partnership with contractors to remediate unsafe homes.

- Develops and implements policies, procedures, and systems to effectively administer the LSHP including, but not limited to, providing loans to eligible owners to make their homes lead safe, efficiently processing applications, and streamlining the process for construction work to begin.
- Ensures that construction, underwriting, documentation and closing procedures follow internal policies and regulatory guidelines. In this regard, keeps current on applicable federal/state laws and regulations; advises staff of changes; and maintains current procedures manuals.
- Manages a substantial portfolio of loans, is responsible for monitoring and oversight of all program activity and coordinates the Program with Healthy Homes initiatives including green technology, weatherization, and energy efficiency.
- Will serve as the liaison to HUD and other regulatory agencies responsible for funding oversight and is required to serve on various internal and external committees.
- Will supervise up to eight program staff personnel.

#### **What you'll need to succeed:**

- Minimum four years of experience in government or real estate/housing/construction/development related industry
- Strong understanding of construction processes and procedures including knowledge of residential construction
- Experience working with or managing contractors
- Working knowledge of federal/state housing programs
- Proven ability to work with and build partnerships with non-profit groups and state agencies
- Sound understanding of non-profit management and financial systems
- Customer service experience
- Ability to conceptualize and implement new housing programs while maintaining sensitivity to the broader RIHousing mission, excellent written and verbal communications skills
- Strong negotiation, facilitation, computer, and organizational skills
- Prior supervisory experience
- Bachelor's degree in public administration, urban/community planning, business, real estate, or related field. Master's Degree preferred.
- Use of personal vehicle, valid driver's license and proof of insurance is required
- Familiarity with the dangers of lead hazards and remediation efforts preferred, but not required

#### **Why RIHousing**

- Competitive salary
- Parking Stipend
- Medical/Dental/Vision/Life Insurance
- Paid Time Off
- Retirement Options

- Education Reimbursement
- Onsite Fitness Classes
- Volunteer Days
- Winner of “Best Places to Work” 2016, 2018, 2019
- Worksite Health Award 2013-2019

**RIHousing** strives to ensure that all people who live or work in Rhode Island can afford a healthy, attractive home that meets their needs. A good home provides the foundation upon which individuals and families thrive, children learn and grow, and communities prosper.

To achieve our mission, we:

- Offer fair, affordable, and innovative lending programs.
- Provide housing-related education to consumers and others.
- Promote and finance sensible development that builds healthy, vibrant communities.
- Provide housing grants and subsidies to Rhode Islanders with the greatest need.
- Team up with partners to improve everything we do.

**RIHousing** uses its resources to provide low-interest loans, grants, education, and assistance to help Rhode Islanders find, rent, buy, build, and keep a good home. Created by the General Assembly in 1973, RIHousing is a privately funded public purpose corporation. RIHousing requires its employees to be highly motivated and knowledgeable, have a sound understanding of the changing needs of Rhode Island's housing market, be willing to work within and toward a smoothly integrated operation, demonstrate a commitment to serve the people of Rhode Island, especially those with low and moderate incomes in need of safe and affordable homes, and possess a high level of integrity and deep respect for all Rhode Islanders, including customers, partners and fellow employees.