

RIHousing – Assistant Director/Leased Housing & Rental Services

Salary - \$99,723.70-144,306.06

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 overseeing and administering federal and state rental subsidy programs serving predominantly very low and highly low-income Rhode Islanders. The incumbent also assists the Division Director in formulating policies, financial and strategic planning, addressing legislative issues, and overseeing operating functions as required. The successful candidate will manage complex operational programs while strategically developing and enhancing broad corporate policy goals by fostering relationships with community partners and federal, state, and local housing and supportive service agencies. The incumbent will establish and maintain performance standards, develop, and implement appropriate training programs, and aid in resolving complex operational and human resource issues. The incumbent will provide leadership and direction to Leased Housing and Rental Services staff by developing clear policies and procedures that will deliver exceptional results while ensuring RIHousing's compliance with applicable federal and state.

What you'll do on a daily basis:

Direct responsibility for oversight of staffing of the Housing Choice Voucher, Family Self Sufficiency and Special Program teams. They must ensure that all program activities and housing providers are maintaining compliance with federal and state regulations governing the programs.

Approves and authorizes disbursements and requisitions of monthly and quarterly HUD subsidies, HUD annual contribution contracts, voucher contracts and state rental assistance funds.

Develops and implements policies, procedures, and systems to effectively administer rental assistance programs and monitors the physical condition of properties within these programs. They ensure that all procedures are in compliance with internal policies and regulatory guidelines. In this regard, incumbent keeps current on applicable federal/state laws and regulations; advises staff of changes; and ensure that current procedures are being properly maintained and adhered to.

Meditates and resolves problems with and between landlords and program participants and they develop and deliver training and technical assistance to community partners.

Assists the Division Director in overseeing other functions within the Leased Housing and Rental Services Division on a daily basis. In this regard, they must be well versed in all aspects of housing management including systems and technology, as well as annual budgeting. Incumbent maintains strong working relationship with the local and regional offices of HUD's

Office of Public and Indian Housing, various state agencies and represents Rhode Island Housing in community activities and industry organizations.

Responsible for developing and maintaining positive working relationships with a variety of external partners and vendors including attorneys, private landlords, government agencies, and appropriate trade organizations.

Work closely with Senior Management throughout the Agency, but particularly with Leased Housing and Rental Services and the Executive divisions to form strategies around the effective utilization of programs to aid in addressing the homelessness crisis in Rhode Island. They will serve on committees and task forces and perform special projects related to state housing needs as assigned by the Division Director and Executive Director.

What you'll bring to the team:

- Manage the daily operations of the Housing Choice Voucher, Family Self Sufficiency and Special Program teams to ensure quality standards are met and RIHousing remains compliant with applicable laws, regulations, policies, and procedures. This includes direct supervision of a large team of 15-20 professionals as well as assisting the Division Director with personnel management of the entire Division.
- Resolve complex policy and compliance issues to minimize liability and risk exposure to RIHousing.
- Provide thoughtful feedback related to maximizing RIHousing's utilization of program resources.
- Strategize regularly on the effectiveness of rental assistance programs used to help address the housing and homelessness crises in Rhode Island.
- Mediate and/or resolve disputes between landlords and residents, ensuring ongoing compliance with Fair Housing laws.
- Assist the Division Director in overseeing other functions within the division and with financial/strategic planning as required.

What you'll need to succeed:

- Minimum seven years of experience in managing assisted housing programs including staff supervision and training, with demonstrated knowledge of laws, regulations, and accounting guidelines for both federal and state rental housing programs.
- A strong understanding of and experience working with HUD's Office of Public and Indian Housing, particularly the Housing Choice Voucher and Family Self Sufficiency Programs.
- Strong knowledge and understanding of laws, regulations and guidelines governing affordable multifamily rental housing.

- Excellent verbal and written communication skills, as well as demonstrated analytical, problem-solving, and organizational skills
- Exceptional attention to detail, including adherence to program regulations, coordination of funding deadlines and compliance with audit and program review processes

Why RIHousing:

- Mission Driven Organization
- Dedicated Workforce
- Competitive salary
- Parking Stipend
- Medical/Dental/Vision/Life Insurance
- Paid Time Off
- Retirement Options
- Flexible Work Hours
- If Position Eligible, Future Hybrid Work May Be Available
- Education Reimbursement
- Onsite Fitness Classes
- Volunteer Days
- Winner of “Best Places to Work” 2016, 2018, 2019, 2021, 2022, 2023
- Worksite Health Award 2013-2021

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.

