



Housing Project Director **Full-time**

It is the responsibility of every ODVN employee to uphold the mission and purpose of this agency. The Ohio Domestic Violence Network advances the principle that all people have the right to an oppression and violence-free life; fosters change in our economic, social and political systems and brings leadership expertise and best practices to community programs.

In addition, it is the expectation that all staff will communicate ethically and engage in providing excellent customer service. It is also an expectation that on the individual level all staff members will work to further their personal capacity to foster an environment of cultural inclusivity and sensitivity that is the foundation for all our work.

This job description defines areas for which an individual has primary responsibility and is not intended to limit the scope of the job in any way.

Job Description:

Primary Responsibilities:

The Housing Project Director will launch, lead and administer *Fresh Start*, a new \$2 million HUD-funded housing project using ESG-CV funds from the CARES Act. The director will coordinate 8 to 10 project leads responsible for regional data collection and supervise a part-time data collection, compliance specialist.

- Assist Balance of State domestic violence programs while they apply for ESG-CV funds
- Organize and provide trainings on Housing First principles and practices through a domestic violence lens
- Provide technical assistance to all programs involved in the ESG-CV domestic violence Balance of State grant
- Assist ODVN member program housing advocates obtain rental assistance for survivors and their children
- Identify and assist with resolving any roadblocks, obstacles, and barriers experienced by domestic violence programs when trying to access Rapid Rehousing assistance through their Homeless Planning Regions
- Assist program advocates with maintaining and creating new relationships with Homeless Planning Regions to expand opportunities for housing assistance.

- Participate in Balance of State Continuum of Care regional planning meetings with all regions involved in the project
- Meet with successful Fresh Start regions and identify successful practices to better assist struggling regions
- Oversee and work with the data collection compliance specialist to monitor sub-recipients, ensuring that participating programs act in compliance with HUD regulations, maintain detailed records and provide timely reports to meet HUD's requirements
- Work with staff from COHHIO, regional leads, and DV program directors to build capacity of Balance of State shelters to ensure data collection is an accurate and seamless process.
- Ensure member programs participate fully in the Homeless Planning Regions' Housing Inventory Count, the annual Point in Time Count, and other Continuum of Care activities
- Attend COHHIO, ODSA, and ODVN progress meetings
- Attend quarterly Coordinated Entry meetings with COHHIO
- Stay informed about national housing issues and trends as they intersect with domestic violence
- Performs other duties as assigned by Director of Training and Program Support or Executive Director

Reports To: Director of Training and Program Support

Qualifications:

- At least 3 years' experience with a domestic violence or housing program
- Bachelor or Master's Degree preferred but not required in social service or related field
- Some knowledge of state and federal grants, reporting and service deliverables
- Knowledge of HUD housing guidelines, requirements and programming
- Ability to establish and network relationships with many program and community partners to enhance working relationships
- Participate in meetings and sit on relevant committees within and outside the organization
- Demonstrates strong writing and oral communication skills, public speaking, and organizational skills.
- Valid driver's license, access to own transportation, and a willingness and ability to travel statewide on a frequent basis with some overnight stays.
- Demonstrated ability to handle multiple tasks and work independently.

Compensation: ODVN offers highly competitive salaries based on experience, a generous benefits package including partially paid health insurance for employees and their children; other health insurance policies at low costs to employees such as dental, vision, and short term disability; Health Savings Account, Flexible Spending Account, retirement plan after one year of employment; and a generous and flexible accrued paid time off benefit.

Location: Columbus, Ohio but strong candidates who want to work remotely will be considered.

Application Process:

We encourage applicants from diverse groups to apply including, but not limited to African-American, Latina/o, Native American, Asian/Pacific Islander, and LGBTQ+ persons. We also welcome applicants from different national origins, religions, ages, & ability status.

To apply: Please submit a resume with a cover letter **by 5:00 pm July 29, 2020**, to Shelley Marsh, Director of Training and Program Support, odvnhousing@gmail.com. Please do not submit anything by mail. No telephone inquiries please.

ODVN is an Equal Opportunity Employer