HOUSING ALLIANCE DELAWARE

Job Description

Job Title: Community Development Assistant Manager

Reports to: Community Development and Advocacy Program Manager

Date: June 15, 2019

Status: Non-Exempt

Position Overview:
The mission of Housing Alliance Delaware is to advance housing opportunities, end homelessness, and promote vibrant communities throughout Delaware. Housing Alliance Delaware is a statewide, nonprofit organization with offices in Dover and Wilmington. In both the homelessness and housing sectors, Housing Alliance Delaware works to encourage system change, improvement and growth. Through public policy development, coalition building, technical assistance, and educational training we work to reduce the barriers that hinder low-income Delawareans from accessing housing in thriving and diverse communities.

The Community Development Assistant Manager will assist the Community Development & Advocacy Program Manager to implement programming in Housing Alliance Delaware’s Department of Community Development & Advocacy. This includes providing logistical and staff support for Housing Alliance’s collaborative community development efforts, which work to transform the state’s underserved and marginalized neighborhoods, and the lives of community residents, through on-going partnerships between the public and nonprofit partners working in communities, and joint-learning initiatives. The Community Development Assistant Manager will provide direct assistance to community groups in the form of capacity building and technical assistance to advance housing opportunities and promote neighborhood revitalization.

The Community Development Assistant Manager will be responsible for tasks in both of Housing Alliance Delaware’s offices, and at locations across the state. The person hired for this position must have reliable transportation and be comfortable traveling throughout the state.

Responsibilities:

- Assist the Community Development & Advocacy Program Manager to implement all Department programs and activities. This will include disseminating information and guidance to coalition partners and program stakeholders, providing staff support during meetings, and working on day-to-day program operations to ensure that coalition activities are moving forward. Examples of day-to-day program operations include, but are not limited to, taking and transcribing meeting minutes, scheduling meetings and distributing notices, issue-specific research, and suggesting content for the agency’s social media and web platforms. The programs supported by the Community Development Assistant Manager include, but are not limited to:
  - Community Development Network established as a learning collaborative for all professionals of community development, and related sectors, to advance equitable housing opportunities and systematically advance the sector in Delaware.
Sussex Housing Group, created to improve Sussex County’s affordable housing environment, encourage collaborative community development efforts in rural Sussex County communities, including support for, and technical assistance with, neighborhood revitalization, community engagement, housing repair and other community issues.

Kent Housing Group, a new Community Development & Advocacy Department initiative, created to engage Kent County housing stakeholders to address matters that the county and its residents are experiencing related to quality affordable housing.

- Assist with the engagement and development of stakeholders to advance Housing Alliance Delaware’s mission and vision. The Community Development Assistant Manager will regularly attend statewide community, civic association, county and local government, and other public meetings to represent the agency, and to help the agency better understand the housing needs of diverse communities.
- Assist Housing Alliance Delaware’s community partners reach their community development goals by providing regular technical assistance and capacity building with community leaders.
- Assist the Community Development & Advocacy Manager and Executive Director coordinate Housing Alliance Delaware’s advocacy events and publications, including, but not limited to, Day for Housing and State of Housing and Homelessness report.
- Maintain communication and working relationship with national organizations dedicated to advocating on affordable housing, community development and homelessness policy, and issues.

**Required Skills:**
- Bachelor’s degree
- Excellent written, verbal and social media communication skills
- Experience with grass roots organizing or coalition building (i.e. issue-based advocacy campaigns, neighborhood organizing, etc.)
- Commitment to, and familiarity with, issues affecting community development and housing
- Experience in working with low-income, disinvested and marginalized communities
- Commitment to working in partnership with communities in each county to create opportunities for neighborhood revitalization, leadership development, and capacity building
- Valid driver’s license and personal transportation for travel throughout the state

**Preferred Experience:**
- Professional experience in government, nonprofit, or the private sector related to housing, community development, or land use policy in Delaware
- Experience with nonprofit program planning and management, resource development, and grant writing

Salary and benefits will be commensurate with experience.

Housing Alliance Delaware is an equal opportunity employer.

Please submit a letter of application, salary requirements, three professional references, and a resume to Tyler Berl, Community Development & Advocacy Program Manager by end of business on Friday, October 11, 2019.