

**LIVE UNITED**



**Granite United Way**

**Granite United Way's Mission is to improve the quality of people's lives by bringing together the caring power of communities**

## POSITION DESCRIPTION

**POSITION:** Director, Home for All Coalition  
**DEPARTMENT:** Community Impact  
**REPORTS TO:** Sr. Director, Community Impact

**FLSA:** Exempt  
**STATUS:** Fulltime

**INTRODUCTION:** Granite United Way's vision is to be the preferred way people work together to build a community that values its collective responsibility to care for each other. All employees at Granite United Way are an integral to our ability to achieve our mission. Performance of the job duties outlined below will enable us to follow through on our promises to the communities we serve.

**RESPONSIBILITIES:** Home for All was convened in 2009 by United Way of the Greater Seacoast in an effort to bring thought partners together around a collective approach to preventing and ending homelessness in the region. Home For All is a partnership of nearly 50 active participants representing 7 distinct and interconnected sectors (service providers, government, business, education, healthcare, community leaders and other stakeholders). Home For All coalition members are dedicated to mobilizing resources (human, financial, community), assisting with the ongoing assessment of needs and opportunities, and developing/implementing collaborative, coordinated and proven strategies for reducing, and ultimately eliminating, the issue of homelessness in the Seacoast. Home for All is organized into three work groups, each with individual and complimentary objectives leading to two primary goals: expanding affordable and deeply affordable housing and preventing eviction in the Greater Seacoast area.

The Home for All Director's primary responsibility will be to lead the development and management of the Coalition. In addition, the Director will work closely with coalition members and landlords to ensure successful outcomes relative to the Affordable Housing Incentive Program (AHIP). The Director will also continually explore opportunities for increasing public awareness, mobilizing the network around housing related policy priorities, and making connections with local, regional, and statewide partners. Additionally, the Director will seek ongoing funding to ensure long-term sustainability of the position and the work of the Coalition.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

#### **Coalition Development and Management**

- Increase membership and coordinate the coalition and its work groups
- Organize, facilitate, and provide follow up for bi-monthly coalition meetings
- Organize, facilitate, and provide follow up for bi-monthly Leadership Team meeting
- Provide guidance for the coalition's strategic planning and goal development
- Prepare and manage annual work plan

- Provide relevant information through the network to inform, collaborate, and mobilize regarding local, region, or state level advocacy and awareness

### **Affordable Housing Incentive Program (AHIP)**

- Lead landlord engagement efforts (recruitment, communications, organizing regular educational and networking opportunities)
- Work with coalition members and other service providers to identify tenants
- Assist both landlords and service providers through process of accessing AHIP resources
- Review all applications, contracts, and documents related to enrollment and tenant placement
- Process reimbursement of funds to eligible landlords
- Oversee evaluation of the program
- Work with coalition to plan, strategize, and secure resources to sustain program activities
- Create and update program documents as needed, including policies and procedures, collateral, contracts, etc.

### **General**

- Increase visibility of the coalition and AHIP/other projects via speaking engagements, maintaining website and social media content updates, and press/press releases as appropriate with goal of sustainability for the coalition and its work
- Increase visibility of United Way's role and commitment to issues of housing and homelessness via speaking engagements, producing social media content/posts and other opportunities
- Serve as content expert (community needs and coalition successes) for press and general public inquiries as a representative of United Way and the coalition
- Work collaboratively with United Way colleagues in donor and volunteer efforts to bring awareness and resources to the issues of homelessness
- Seek out and deepen existing partnerships with the private sector (including and not limited to landlords/property managers, financial institutions, and private sector employers) who have shared goals related to our most vulnerable individuals and families in the community
- Participate in relevant networks around the region and state working on solving the issues of homelessness. Current networks include:
  - NH Coalition to End Homelessness
  - Tri-City Task Force to End Homelessness
  - Housing Action New Hampshire
  - Balance of State CoC and Youth Sub-Committee

### **OTHER DUTIES:**

- Ability to represent GUW at social, civic and business events. Some of which are outside of general business hours.
- Other duties as assigned.

### **EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:**

- Proven experience leading, coordinating and facilitating multi-organization initiatives with diverse stakeholders

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This document describes the position as it is currently available and is not a contract. Granite United Way retains the right to change modify the position description at any time.

- Strong knowledge of the homeless population and best practices/models with proven effectiveness
- Ability to manage multiple priorities simultaneously
- Excellent communication and relationship building skills required: including listening skills, written and oral communication skills, facilitation skills, and presentation skills
- Experience grant writing and reporting
- Ability to contribute effectively as part of a team
- Homelessness disproportionately affects people of color and LGBTQ youth; we strongly encourage applications from people with these identities or who are members of other marginalized communities and/or those with lived experience relevant to the work
- Microsoft Office skills, database management, and basic website maintenance experience

**ENVIRONMENT:**

The venue of this position is a general office environment that is clean, well lighted, environmentally comfortable, free of fumes or airborne particles, and only minimally exposes employees to office solvents limited to those relative to copier equipment.

This position requires the ability to:

1. Minimal requirement to reach at or above shoulder level; occasional reaching below shoulder level required
2. Hand manipulation - equipment and controls, frequent; grasping and handling, occasional
3. Ability to travel throughout the territory required
4. Ability to work a flexible schedule, which may include night and weekends
5. Ability to tolerate prolonged sitting and/or standing and to lift up to approximately 50 pounds to waist high level whenever necessary.
6. Mobility includes regular sitting, some standing and walking.
- 7.

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