



community development partnership

## **Job Opportunity Director of Housing Advocacy**

### **Description of Employer**

The Community Development Partnership leads the Lower Cape in building a diverse year-round community of people who can afford to live, work and thrive here. To accomplish our mission, we promote, develop and manage affordable housing; nurture the launch and growth of small businesses; and facilitate collaboration with business, non-profit and government partners.

Achieving our mission requires several strategies and a range of programs. Our work starts with creating affordable homes—so essential to a healthy economy, but a real challenge in communities like ours where seasonal and vacation dynamics drive the market beyond the reach of many who live and work locally all year round.

We also work to launch entrepreneurs and strengthen local businesses. We believe a vibrant future depends on sustaining traditional industries and inspiring new ones—especially when they're based on renewable natural resources such as fishing and farming.

Since 1992, the CDP has been a leader in developing and delivering innovative programs that foster an economically and environmentally sustainable Lower Cape Cod community. As a community development corporation, we value economic diversity and are committed to the inclusion and participation of local area residents, business owners and leaders in setting our priorities.

Based in Eastham, MA, the CDP has an annual budget of \$3.9 Million funded through government and foundation grants, contributions from individuals and businesses and earned revenue. A staff of seventeen professionals is charged with delivering the organization's programs and the organization is governed by a 16-member Board of Directors comprised of business and community leaders.

**Job Opening: Director of Housing Advocacy**

**Status: Full-time Exempt Position (37.5 hours/week)**

**Time Frame: Review begins November 1, 2021, position open until filled**

### **DESCRIPTION**

The Housing Advocacy Program Director oversees program development and implementation of the Lower Cape Community Housing Partnership, contracted housing services to towns and Homebuyer Education. The Housing Advocacy Program Director reports to the Chief Program Officer and supervises one direct report.

3 Main Street Mercantile, Unit 7, Eastham, MA 02642 ph: 508.240.7873 | 800.220.6202 fx: 508.240.5085

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The Housing Advocacy Program Director will work from the CDP's office located at 3 Main Street Mercantile, Eastham, Massachusetts and there is an opportunity to work remotely up to 3 days per week. This is a Full-Time Exempt Position (37.5 hours/week).

### **Our Ideal Candidate**

Our ideal candidate will be an entrepreneurial professional with ambition and a strong work ethic, who has experience in the non-profit sector. We seek an energetic, collaborative and dependable team player, who is passionate about the work, and enjoys coming up with new ideas as well as overseeing existing initiatives. Successful applicants will have knowledge of the role of local government in the development of affordable housing and experience in designing training programs and leading community organizing initiatives. Candidates should be able to relate well to multiple stakeholders and be a strong writer and communicator. In addition, she/he should be creative, flexible, able to think outside the box, and able to transition creative solutions into a reality.

### **Specific duties will include but not necessarily be limited to:**

1. Program oversight and management for the Lower Cape Community Housing Partnership
  - a. Develop and oversee implementation of the:
    - i. Lower Cape Housing Institute including
      1. Sub-regional Peer Group meetings
      2. Workshops and town wrap-ups
      3. Regional working groups
      4. Recruiting and managing Town Captains
      5. Relationships with local, regional and statewide resources including Massachusetts Housing Partnership and Citizen's Housing and Planning Association
      6. Monthly E-newsletter for municipal officials
      7. Facebook page for attendees
    - ii. Lower Cape Housing Advocacy Program
      1. Develop town cohorts of housing advocates
      2. Recruiting and managing Housing Champions
      3. Monthly E-newsletter for advocates
      4. Collaborating with relevant partners
    - iii. Clearinghouse of housing activities
  - b. Review, maintain and recommend changes (where needed) for program policies and procedures regarding Lower Cape Housing Institute and Lower Cape Housing Advocacy Program
  - c. Assist Chief Development & Communications Officer with concepts for media campaign
  - d. Prepare annual program budget
  - e. Prepare grants for funding and oversee preparation of reports.
  - f. Support Housing Advocacy Program Manager with:
    - i. Planning logistics for Lower Cape Housing Institute and Lower Cape Housing Advocacy Program
    - ii. Monitor and track Lower Cape housing activities, analyze progress on program outcomes
    - iii. Manage and update program data
2. Regional Housing Services Office
  - a. Supervise Housing Advocacy Program Manager in housing coordinator service provision to contracted towns

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- b. Review, maintain and recommend changes (where needed) for contracted services
- c. Provide strategic guidance
- d. Develop a plan for future collaboration in housing production and preservation among Lower Cape towns
- e. Identify and procure consultants to complete additional tasks such as:
  - i. Identifying and vetting potential properties for housing development
  - ii. Conducting affordable housing lotteries
  - iii. Engaging community stakeholders to support housing initiatives

### **Skills and Experience**

There are innumerable ways to learn, grow and excel professionally. We respect this when we review applications and take a broad look at the experience of each applicant. We want to get to know you and the unique strengths you will bring to the work. We are most likely to be interested in your candidacy if you can **demonstrate a majority of the qualifications and experiences** listed below.

#### **Required**

- A passion for the CDP's mission along with knowledge of affordable housing and community development issues on Cape Cod.
- Bachelor's Degree
- 3 of years of experience in affordable housing production
- Commitment to results; 'can-do' mindset; outstanding problem-solving ability
- Experience at change leadership and change management
- Strong motivational and staff leadership abilities
- Excellent analytical, communication and presentation skills
- Sense of humor, integrity, personal sense of accountability
- Excellent computer skills and a high level of proficiency in Microsoft Office (Word, Excel, Power Point, Outlook 365), Zoom video conferencing and accounting software such as Oracle NetSuite

**Compensation:** Salary range is \$65,000 to \$70,00 annually. The CDP also provides a generous package of benefits including vacation, sick time, and retirement benefits.

The CDP is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. The CDP is committed to building a diverse staff and strongly encourages applications from minority candidates.

**To Apply:** Please submit a cover letter summarizing your professional experience as it relates to the job description, followed by a resume, combined into a single PDF. Email your PDF to Andrea Aldana, E: [Andrea@capecdp.org](mailto:Andrea@capecdp.org). References may be requested. Review begins November 1, 2021. Position open until filled.