



Job title	<i>Director of Housing</i>
Reports to	<i>Chief Strategy and Development Officer</i>

Job purpose

Thrive Allen County is seeking a visionary and results-driven Director of Housing to lead our expanding housing department. This is a high-level leadership role responsible for the immediate oversight of our current housing grants and other major housing initiatives. Beyond project management, the successful candidate will serve as the architect for the future of housing in Allen County. A primary long-term objective of this role is to build the organizational capacity and legal framework to eventually spin off Thrive's housing initiatives into a dedicated, standalone non-profit entity.

Duties and responsibilities

Primary Responsibilities

1. Strategic Leadership & Vision

- Develop and execute a comprehensive housing strategy for Allen County, addressing low-to-moderate income needs, workforce housing, and senior/veteran stability.
- Explore the possibility of and design the roadmap for transitioning Thrive's housing department into an independent 501(c)(3) organization.
- Represent Thrive Allen County in regional and state-level housing policy discussions.
- Provide executive oversight for the current and future housing grants secured by Thrive Allen County.
- Supervise housing program staff.

2. Community Relations

- Act as the first point of contact for residents inquiring about housing assistance and conduct initial eligibility screenings to ensure applicants meet federal and grant-specific guidelines.
- Lead volunteer selection committees to assist in the selection of applicants.

- Work with the Construction Manager to actively recruit and manage a network of qualified contractors to perform specialized rehabilitation work (roofing, HVAC, weatherization, LVP flooring).
- Cultivate relationships with regional developers to attract new housing construction to rural Allen County.
- Oversee the bidding process and quality control for all residential projects.
- Coordinate homeownership education for grant recipients and community members.
- Lead inclusive outreach efforts to diverse populations including, but not limited to, veterans, elderly, and residents with disabilities.
- Create and distribute marketing and outreach materials to public and media.
- Project an image of optimism, progress, and excellence by being active and visible in the community, media, and by working closely with funders, community members, and other organizations.

3. Financial Stewardship and Grant Management

- Identify and secure diversified funding streams, including tax credits (LIHTC), state grants (KHRC), and private philanthropic support such as grant writing and fundraising.
- Oversee the housing department budget, ensuring financial sustainability and clean audits.
- Partner with internal and external stakeholders to forecast and meet capacity needs and secure sustainable funding for program.
- Convey the importance of the housing programs and organization to the community.
- Maintain meticulous digital and physical files for each property to ensure audit readiness for FHLB, USDA, and HUD.
- Gather and submit data and reports required for all grants related to housing.
- Ensure all projects comply with Affirmative Fair Housing requirements.
- Ensure 100% compliance with all federal and state reporting, including Affirmative Fair Housing requirements and environmental reviews.
- Monitor housing costs, service agreements, and performance metrics to identify and resolve problems and achieve efficiencies.

Other Responsibilities

- Provide input regarding strategic decisions that affect the program area and new 501(c)(3).
- Implement and monitor programs that carry out the organization's mission.
- Develop and maintain relationships with local, state, and national elected and appointed officials; professional peers at the local, state, and national levels.
- Ensure housing communications, requests, and questions are addressed in a timely manner.
- Become a subject matter expert on housing initiatives and programs that are relevant to the region.
- Other projects and duties as assigned.

Qualifications

- 3+ years experience in housing development, urban/rural planning, or non-profit leadership.
- Proven track record of managing large-scale federal or state grants (HUD, FHLB, USDA) (preferred).
- Demonstrated ability to build teams, manage complex multi-year projects, and navigate organizational transitions.
- Understanding of the rural housing market, construction management, and fair housing laws (preferred).
- A passionate commitment to rural revitalization and the belief that every resident deserves a safe, healthy home.
- Strong organizational skills including planning, delegating, program development and task facilitation.
- Budget management skills, including budget preparation, analysis, decision-making and reporting.
- Knowledge of fundraising strategies and grants management (preferred).
- Skills to collaborate with and motivate board members, staff, and volunteers.
- Strong written and oral communication skills that communicate clearly and effectively in a professional manner.
- Professional attitude and appearance.
- Ability to handle confidential information with discretion.
- Enjoys working with the public with excellent customer service.
- Ability to work effectively with people of all social, economic, racial, and cultural backgrounds.

More Information

- Thrive is an EOE.
- Compensation: This is a full-time, salaried position paid at \$63,000-\$68,000, based on experience. Benefits package includes medical insurance, IRA contributions, 120 hours of PTO, and paid holidays.
- Thrive places a high priority on team players and community-minded individuals.

Please submit cover letters and resumes to jobs@thriveallencounty.org