



Title: Housing Program Manager

Job Type: Full Time, Exempt

Reports to: President

The Housing Program Manager will be responsible for managing existing programs and conceptualizing new programs aimed at providing affordable, safe, and sustainable housing solutions for individuals and families in Alamance County. This role will serve as an ongoing liaison between housing partners, housing providers, and Faith-based leaders to provide support when needed, and forge new partnerships. A high level of self-initiation, with the ability to proactively identify needs, take ownership of tasks, and drive projects forward are essential for success in this role.

Key Functions:

- Provide direction, support and lead multiple monthly and bi-monthly meetings for local housing stakeholders, ensuring inclusion and participation
- Prioritize strategies and goals, define desired metrics, and monitor progress toward broad community outcomes focused on housing
- Identify models for addressing housing inequities in Alamance County and maximizing current infrastructure to create an efficient flow of resources, referrals, data collection
- Lead strategic partnerships to knowledge share, raise awareness, provide community education, and advocate for quality affordable housing
- Inform and assist with grant writing to secure funding opportunities to support housing programs and initiatives
- Develop and maintain relationships with local and state elected officials to share data, awareness and advocacy
- Serve on Emergency Food and Shelter Local Board

Required Skills & Characteristics:

- Ability to effectively guide and engage diverse groups in discussions, decision-making, and problem-solving processes to achieve program goals and foster community collaboration
- Build strategic relationships and exhibit exceptional attention to detail while communicating clearly and effectively to achieve goals and navigate ambiguity
- Manage various projects, moving from the conceptual to the concrete with increasing tangible outputs and outcomes
- Demonstrate strong project management and critical thinking skills, consistently delivering tasks and projects on time while managing change and solving problems effectively



- Capable of working independently with a high degree of autonomy, making informed decisions, while also collaborating seamlessly with teams in a solution-oriented manner
- Skilled in presenting information and data clearly and effectively in written, electronic, and oral formats, tailored to diverse audiences and target groups

Qualifications:

- Bachelor’s Degree in relevant field required, Master’s degree preferred
- At least 3-5 years of experience in nonprofits, housing program management or a related field, including experience working with vulnerable populations (low-income individuals, homeless).
- Proven experience planning, leading and facilitating large groups, meetings, and forums
- Familiarity with local housing environment, affordable housing programs and housing providers in Alamance County
- Awareness of housing national and state housing trends and policies, law, regulations, and funding sources

Working Conditions:

- This position is based in our office in Downtown Burlington.
- Travel within the local community may be required; NC Drivers license and reliable transportation required.
- This position may require occasional evening or weekend work, depending on program needs.

To apply please submit your resume and cover letter to Lacey Dabbs, President, at ldabbs@uwalamance.org by January 29, 2025.