



*As a collaborative of congregations united in action, we create homes and advance equitable housing.*

## Supportive Housing Portfolio Manager

### The Organization

Beacon Interfaith Housing Collaborative has a vision that 'all people have a home'. We are a collaborative of congregations who together build affordable and supportive housing, shelter families, and organize to impact housing policy. Beacon is a unique organization – an experienced nonprofit housing developer leveraging the power of congregations to create the public will needed to build and sustain affordable housing. Our focus is on households who make less than \$25,000 a year, and those who are experiencing homelessness.

The Beacon office is located on University Ave & 280 (along the Metro Green Line), convenient to both Minneapolis and St. Paul. For more information, check out [www.beaconinterfaith.org](http://www.beaconinterfaith.org).

### The Position

The Supportive Housing Portfolio Manager has direct responsibility for ensuring that revenue goals for Beacon's supportive housing portfolio are met. On the supportive housing portfolio, the Manager's primary area of responsibility, the Manager is responsible for ensuring that property management and the supportive service provider are each coordinating their work to provide for timely rent and rental subsidy payments, maximizing occupancy, and minimizing turnover and evictions. This involves maintaining strong relationships with contracted property managers, service provider's program managers and rent subsidy funders and Coordinated Entry officials. In addition, the Portfolio Manager will take primary responsibility for reporting on the regulatory and compliance requirements of Beacon's entire portfolio. The Portfolio Manager may be given additional assignments by the Director.

The primary (supportive housing) portfolio includes: Adult Housing (Lydia Apartments, The Lonoke, American House, Kimball Court, Great River Landing, Bimosedaa); Youth Housing (Nicollet Square, Prior Crossing, 66 West, Cedar View); Family Housing (Third Avenue Townhomes). Other supportive housing developments as they are developed.

This is a full-time position, and is eligible for health benefits, our retirement plan, and paid-time off. The annual salary range for this position is \$50,000 - \$70,000.

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## **Duties and Responsibilities**

Work collaboratively with service partners and property manager to:

- Participate in monthly site team meetings as owner representative
- Develop tools to monitor and track task list for use by partners to ensure smooth and timely processing of payments
- Ensure that supportive housing properties are operating within approved budgets
- Ensure clear roles and positive working relationship between supportive services staff and property management
- Identify opportunities for improvement, develop strategies, and make recommendations for updating policies and procedures as needed
- Participate in housing operations and program evaluation with internal and external stakeholders as assigned

Work collaboratively with our service and property management partners to solve problems and in consultation with Director of Housing Operations, recommend improved procedures and policies that address problems and a changing environment.

- Ensure that rental payment and collections process reflects best practices for Owner, relevant funders, partner organizations, and residents.
- Ensure that housing operations activities comply with all relevant legislation, funding requirements, and professional standards.

Work collaboratively with Director of Housing Operations, Owner's internal staff, and partners to contribute to development of annual operating budgets, compliance with all affordability, documentation, and compliance requirements.

- Oversee processing of all documents needed to achieve Owner's business goals
- Understand and project revenue streams and rental subsidy payments
- Create and maintain ownership entities and registrations
- Participate in and contribute to the budgeting process with the Director of Housing Operations
- Review quarterly financial summaries and reports and ensure that the programs operate within the budget
- Help transition new projects into lease-up and operations, supporting related systems development
- Identify and work to address any issues that are creating financial gaps and risks as directed
- Ensure that occupancy goals associated with service program funding are met by service partners
- Conduct an annual review of current and possible funding for all supportive housing properties with Director of Housing & Shelter Operations and Public Grant/Program Evaluation Coordinator.

### **All staff are expected to:**

- Develop and maintain productive, positive working relationships with other staff members.
- Maintain a level of flexibility with all staff, offering assistance to others as appropriate

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- Work effectively and respectfully with individuals without regard to race, color, creed, religion, national origin, marital status, political affiliation, sexual orientation, gender identity, status with regard to public assistance, membership or activity in a local commission, disability, sex and/or age
- Work within organizational policies, governmental regulations, and the law.
- Perform other tasks, responsibilities, and projects as assigned or directed.

### **Qualifications**

- BA in related field preferred but will also consider work and life experience
- Experience in creating effective collaborations, evaluating supportive service and program designs, and coordinating complex multi-year projects
- Demonstrated competence in delivering successful outcomes in partnership with other organizations
- Demonstrated capacity to represent organization's interest in multi-stakeholder interactions and ensure that organization can meet social and business goals
- Experience in program creation, implementation and evaluation
- Knowledge of affordable housing and supportive services
- Experience with community outreach, engagement, and partnership relations

### **Knowledge, Skills, and Abilities**

- Strong partner relationship management and group facilitation skills
- Strong ability to negotiate on behalf of Owner and maintain good relationships with partners
- Exceptionally detail-oriented and organized
- Strong organizational and time management skills
- Strong contributor in team environments
- Ability to work independently with strong initiative, good judgement, and proactive involvement
- Strong analytical and listening skills
- Articulate and confident speaking skills

***If you are excited about being part of an organization with a big goal and collaborative spirit, learn more about Beacon and this position at [www.beaconinterfaith.org](http://www.beaconinterfaith.org). Please submit a resume with cover letter to HR@beaconinterfaith.org.***

***Beacon strives to be an authentically inclusive organization. As an equal opportunity employer, Beacon does not discriminate against candidates on the basis of race, color, creed, religion, national origin, sex, age, physical or mental disability, veteran status, gender identity or expression, or sexual orientation. We affirm that all people are valuable and deserve respect, we welcome diverse perspectives and backgrounds, and foster an inclusive and collaborative environment as we work together on our vision that "All people have a home". Women, people of color, LGBTQ+ individuals, and members of other minority or marginalized groups are strongly encouraged to apply.***