

Position Title: Director of Community Leadership & Housing

Reports To: President, Hamilton County Community Foundation

Type: Full-Time, Grant-Funded

Position Summary:

The Hamilton County Community Foundation seeks a dynamic and experienced Director of Community Leadership & Housing to lead the implementation and management of the "Belonging Begins at Home" (BBaH) initiatives. This critical role will ensure that all housing-related projects align with the objectives of the Lilly Endowment grant and address the community's needs. The Director of Housing will oversee program management, financial stewardship, stakeholder engagement, and continuous improvement to advance housing solutions in Hamilton County.

Key Responsibilities:

1. Program Oversight:

- Lead the execution of the Belonging Begins at Home initiatives, ensuring all projects align with grant objectives and community needs.
- Monitor and evaluate program progress, ensuring adherence to timelines, budgets, and quality standards.
- Develop and implement strategies to achieve the desired impact of housing initiatives.

2. Financial Management:

- Oversee the financial aspects of the BBaH initiatives, including budgeting, funding allocations, and financial reporting.
- Ensure transparency and accountability in all financial dealings, maintaining compliance with grant requirements.
- Prepare detailed financial reports for internal stakeholders and grant providers.

3. Stakeholder Engagement:

- Build and maintain strong relationships with community members, local authorities, and other relevant stakeholders.
- Facilitate collaboration with partners to ensure the BBaH initiatives contribute positively to broader community development goals.
- Represent the Foundation at community meetings, events, and other forums as needed.

4. Reporting and Communication:

- Prepare detailed reports for grant providers, stakeholders, and the Foundation, outlining project progress, challenges, and outcomes.

- Communicate regularly with stakeholders to ensure alignment and transparency in project execution.

5. Innovation and Adaptation:

- Continuously seek innovative solutions to address the evolving housing needs of the community.
- Adapt strategies and approaches to meet grant requirements and respond to emerging opportunities and challenges.

Qualifications:

- Bachelor's degree in Public Administration, Urban Planning, Social Work, or a related field (Master's preferred).
- Minimum of 5 years of experience in housing development, community development, or program management, preferably within a nonprofit or public sector.
- Proven experience managing grants, including budgeting, reporting, and compliance.
- Strong leadership and organizational skills, with the ability to manage multiple projects and deadlines effectively.
- Excellent communication and interpersonal skills, with the ability to build relationships with diverse stakeholders.
- Knowledge of housing policies, community development practices, and local housing market dynamics.
- Commitment to equity, inclusion, and social justice in community development.

Application Process: Please submit your resume, cover letter, and references to [Insert Contact Information]. Applications will be reviewed on a rolling basis until the position is filled.