



Bloomington Housing Authority

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Job Opening Announcement

March 15, 2022

Housing Sustainability Coordinator

Job Status: Full-Time, Non-Exempt
Shift: 8:00 AM - 4:00 PM
Days: Mon., Tue., Wed., Thu., Fri.
Details: Posted Tuesday, March 15, 2022. Open until filled.

The Bloomington Housing Authority (BHA) is seeking an energetic, driven individual with a collaborative spirit and a—whatever it takes attitude—to join our team as **Housing Sustainability Coordinator (HSC)**. BHA is seeking an experienced, organized, communicative project manager to assist with the daily execution of goals, objectives, policies and priorities of BHA housing programs and efforts that promote, provide, protect and secure housing opportunities for program-eligible renters in Monroe County. The HSC will be the integral role player in the implementation, outreach and day-to-day management of BHA’s new Landlord Risk Mitigation Fund (LRMF) program done in partnership with The City of Bloomington and the local Continuum of Care. The LRMF is a special program that aims to encourage: (a) increased landlord participation in BHA’s Housing Choice Voucher (HCV)/Section 8 program; as well as (b) expanded housing opportunities for low-income residents with housing barriers in the Monroe County area. The substance of the LRMF program is the establishment of a “mitigation fund”, as a form of financial protection, or *insurance*, offered to landlords in exchange for their agreement to rent to program participants.

The HSC must be able to work with a variety of people, and have excellent verbal, written and computer skills. This position is diverse in nature and involves regular direct client contact and support, as well as contact with the public, prospective & existing landlords, other agencies, and staff. This candidate must be comfortable working with a wide variety of people and possess an ability to negotiate, develop, and maintain partnerships with local landlords and build healthy, supportive relationships with program participants; as such, strong communication and collaboration skills are imperative. This is a highly responsible position that will work closely with (and report directly to) the Administrative Director.

Primary Responsibilities:

The HSC will perform a wide variety of office and field activities to promote, implement and manage BHA program clientele, housing success & access to housing opportunity. Specific responsibilities include but are not limited to:

- Under the direction of the Administrative Director, the HSC will be responsible for the management and implementation of BHA’s Landlord Risk Mitigation Fund (LRMF) program.



- Responsible for (and assist with the on-going fine tuning of) LRMF client/landlord intake and enrollment processes (including education and understanding of LRMF program rules and expectations).
- Take lead in the development, implementation, facilitation (and continued refinement) of “tenant-readiness” education (in collaboration with The City of Bloomington/HAND Dept.) for program participants.
- Assist with the development and management/oversight of LRMF program referral processes: including leading education and training efforts, and holding meetings with/for participating partner agencies.
- Consult with partner agencies and enlist their support in identifying housing opportunities for HCV/LRMF program participants.
- Assist with the development (and on-going refinement) of landlord/client outreach and marketing efforts/materials for LRMF.
- Recruit (and educate) new landlords to solicit their participation in BHA’s HCV/Section 8 and LRMF programs while also working to sustain (and expand) existing landlord partnerships and housing opportunities for LRMF/HCV clients.
- Serve as an advocate and (when necessary) actively persuade/negotiate with landlords on HCV/LRMF clients’ behalf to help secure lease-ups.
- Assist with the development, implementation and oversight of communicative processes to support landlord/tenant relations and ensure program integrity.
- Responsible for ensuring LRMF clients and landlords fulfill respective program requirements and processes in accordance with specified program timelines over the duration of program enrollment.
- Actively mitigate program attrition by-when necessary- serving as a liaison between HCV/LRMF clientele and participating landlords and help to resolve (and advise on) both sides of client-landlord issues that may arise over the course of tenancy.
- Responsible for management (and continued fine-tuning) of LRMF claims processes.
- Responsible for tracking and managing program budget (e.g., deposit payments, claims/payouts, other qualified program expenses)
- Responsible for the on-going collection/management of data used to support program evaluation.
- Provide timely program updates and reports as requested (e.g., weekly, monthly, quarterly, etc.)
- Assist with completing any reports required by The City of Bloomington/HAND Dept.
- Perform other duties as required.

Knowledge, Skills and Abilities:

- Base knowledge of landlord-tenant laws and regulations of executing a lawful lease and tenancy.
- Base knowledge/awareness of fair housing practices and anti-discrimination laws.
- Knowledge of community resources, agencies/organizations and government entities that support renters (broadly) and low-income households.
- Ability to facilitate whole-group discussion or informational sessions.
- Skilled in time management and the ability to plan work, and prioritize tasks.
- Detail oriented and highly organized.
- Excellent communication and interpersonal skills.
- Ability to produce effective graphic designs and materials for marketing and education purposes
- Ability to supervise and train partner agencies and landlords in program processes and procedures.
- Ability to recruit and obtain the cooperation of groups and individuals in furthering the goals of the program.
- Ability to make independent decisions.



- Ability to communicate to others effectively, both orally and in writing.
- Ability to conduct favorable inter-personal relations.
- Ability to motivate others toward common goals/objectives.
- Ability to work with diverse populations.
- Commitment to BHA mission and strategic plan.
- Capacity to develop comprehensive knowledge of Housing Authority policies and procedures.

Technical Skills

- Proficiency with computers and office equipment is critical to this position.
- Advanced Microsoft Office skills (Excel, Word, and PowerPoint), and ability to work with Housing Authority software.
- Experience with graphic design and developing marketing and/or promotional materials tailored to a specific audience.

Working Conditions:

- Work is typically performed in a normal office environment with moderate noise level. Use of computer and general office equipment. Sitting for extended periods of time at a desk. Occasional use of automobile. It may be necessary to lift weights up to 15 pounds. Work requires travel to meetings, conferences, and may require travel to workshops in other cities.

Qualifications:

- **Education:** A Bachelor's degree in public administration, management, real estate, business, education, social work or related field of study from an accredited college or university. Master's degree preferred.
- **Experience:** Three to five (3-5) years of administrative or project management experience. Two (2) years in the field of housing or similar programs preferred.
- **Certificates & Licenses:** Valid State Issued Drivers' License and insured. Certifications related to HCV/Section 8 program administration, social work, property management or affordable housing are preferred (not required).
- **Other Requirements:** Authorized to work in the United States (The BHA validates authorization to work using eVerify.)

Benefits:

- 401(k) Retirement Plan
- Health Insurance
- Health Savings Account contribution
- Dental Insurance
- Vision Insurance
- Employee Assistance Program
- Life Insurance
- Paid Time Off
- Personal Time
- Paid Holidays

Salary Range: \$43,872-\$60,860 annually.



****How to Apply**:** Interested applicants should submit a **cover letter and resume** to Leon Gordon, Administrative Director, at lgordon@blha.net. Applications submitted without a cover letter will not be reviewed or considered. No phone calls please.

About BHA: The Bloomington Housing Authority was established in 1961 while its first development of affordable housing units was completed in 1968. Currently, the BHA employs a staff of 29 employees and provides housing assistance to around 2,000 Monroe County households each year. The BHA operates three affordable housing communities (Crestmont, Reverend E.D. Butler and Walnut Woods) and provides more than 1,300 Housing Choice Vouchers, also known as Section 8, that allow income eligible families to rent in the private market. Along with housing assistance, the BHA maintains active service coordination programs including the Family Self-Sufficiency Program and Community of Empowerment Program. In July 2018, the BHA released its current Strategic Direction 2018-2030 Plan called “Bloomington Housing Forward” which outlined affordable housing portfolio preservation and improvements through the HUD RAD program among many other goals. More information about BHA can be found online at www.bhaindiana.net.

BHA is an equal opportunity employer and does not discriminate against any employee or applicant because of race, color, sex, religion, age, sexual orientation, familial status, disability, handicap, national origin, ancestry, gender identity, veteran status, military status, housing status or any status protected under federal, state or local law. AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER/SECTION 3 HUD EMPLOYER.

