



## Housing Outreach Manager Position Description

LakewoodAlive is a community-centered nonprofit organization whose mission is to foster and sustain vibrant and welcoming neighborhoods. Our vision is to ensure Lakewood is a welcoming community that thrives on engaged residents, desirable housing and an entrepreneurial spirit that connects strong, diverse neighborhoods to maximize quality of life. LakewoodAlive is an Equal Opportunity Employer.

The organization offers a city-wide Housing Outreach Program that works with residents to sustain our historic housing stock while connecting residents to financial and educational resources coupled with volunteer projects, ensuring healthy and safe housing for all. The organization administers a city-wide small business support program, hosts large scale public events, public space and streetscape improvements and promotes historic preservation efforts. This person will work directly with LakewoodAlive's Housing Outreach staff and seek out opportunities for maximizing client support. Learn more about the organization at [lakewoodalive.org](http://lakewoodalive.org).

### Summary of Position:

The Housing Outreach Manager is responsible for supporting existing, and developing new, programming to ensure we meet our mission of ensuring that all residents live in healthy and safe housing. The manager will oversee all financially-supported programs, most of which are CDBG-funded through a partnership with the City of Lakewood, along with grant-funded programming from private foundations and financial institutions. This position reports to the Executive Director.

### Principle Responsibilities:

- Oversee CDBG-funded Paint Lakewood Program including client intake and City reporting
- Coordinate with City and LakewoodAlive staff to expand City-funded programs that support low-moderate income residents with an emphasis on supporting senior citizens
- Facilitate the use of the Pride Fund, a loan guarantee program
- Organize annual Knowing Your Home Series
- Coordinate implementation of American Rescue Plan Act (ARPA) funded programs
- Assist with implementation of new data management programming
- Help with volunteer projects that assist low-moderate income residents
- Support the Executive Director by working with City staff and elected officials
- Track continued implementation of Healthy and Safe Housing portion of LakewoodAlive's strategic plan

### Qualifications:

- Bachelor's degree required with at least 3 years of experience in CDBG-related work either at a non-profit or a municipality
- Have the capacity to coordinate and oversee numerous projects simultaneously
- Must be extremely well-organized, self-motivated, able to work independently, collaboratively, creatively and proactively
- High energy, outgoing, team player, and a passion for LakewoodAlive's mission
- Strong interpersonal skills with the ability to interact and engage with people from all walks of life
- Excellent written and verbal communication skills
- Proficient in Microsoft Office tools

**Compensation:** Annual salary range \$45,000-\$55,000 / paid sick, vacation and holidays including one week off at the end of December / Health Reimbursement Arrangement (HRA) for medical expenses and premiums / 403B retirement account

Please send resume and a cover letter to: Sara Williams, [swilliams@lakewoodalive.org](mailto:swilliams@lakewoodalive.org)

Cover letters and resumes due by 5:00 p.m. Thursday, April 4 / No phone calls please.