

## Vermont Housing & Conservation Board Job Opening

### **POSITION: Housing Stewardship Coordinator**

#### **Position Summary:**

The Housing Stewardship Coordinator has the primary responsibility for working with Vermont's housing non-profits to enhance organizational health and capacity to be effective stewards of permanently affordable housing. This includes providing technical assistance, evaluating organizational systems and health, assessing the need and eligibility for operating support, and monitoring the long term performance and sustainability of housing projects that have VHCB funding commitments. This is a self-directed position, working in close coordination with the Housing Director, Asset Manager, Finance, Legal and Grants Management staff at VHCB as well as external partners to collect and evaluate data and performance trends, and to make and oversee the implementation of recommendations to support and improve the performance of both individual housing projects and the non-profit housing organizations who own, manage and steward these projects. As a creative and proactive problem solver, The Coordinator is responsible for managing and making recommendations to improve VHCB's stewardship systems to ensure adequate oversight of the performance of VHCB funded housing projects, as well as to ensure appropriate engagement with the owners and managers of those projects.

The Vermont Housing and Conservation Board is an innovative and award winning organization working to ensure affordable housing, farmland, jobs, and recreational assets for every generation of Vermonters.

#### **Key Qualifications:**

- The Coordinator should have an understanding of the role of the non-profit housing network in Vermont, as well as an appreciation for the value of permanent affordability.
- Understanding of organizational financial performance indicators, and the ability to recognize and make recommendations regarding performance trends.
- Excellent communication, relationship-building, and problem-solving skills
- Ability to collect, assess and evaluate data.
- Skill and comfort with technology, including excel, database management, and document management systems.
- Must have a valid driver's license as some travel will be required. Access to personal vehicle is helpful, but not required.

**Compensation:** \$70,000-\$76,000, commensurate with experience. Excellent comprehensive benefits package including generous health care plan, dental coverage, Life Insurance, Long and Short-term disability insurance, retirement plan, paid time off, Employee Assistance Program, and more.

**Apply:** VHCB is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, or any other category legally protected by federal or state law. VHCB encourages applications from all individuals who will contribute to the diversity and excellence of the organization.

To apply, please send your cover letter and resume to [jobs@vhcb.org](mailto:jobs@vhcb.org).

Accepting applications through September 12<sup>th</sup>, 2023.