

About Housing Collaborative

Housing Collaborative is a 501(c)(3) nonprofit that makes affordable housing easier to navigate. Our vision is a world where everyone can see a path home. We work toward achieving this vision by partnering with organizations to expand access to housing. For housing providers, we help simplify the process of working with program-connected tenants; for housing agencies, services providers, and tenants, we provide key services to expedite housing placement and access to housing resources.

Housing Collaborative believes the mistakes of the past should not impede future success, which is why we are committed to second chances. Many of our dedicated team members have experienced barriers to housing and employment, and they use their journeys to help others.

Position Overview: Housing Recruitment Specialist

Reporting to the Housing Recruitment Manager, the Housing Recruitment Specialist is responsible for targeted housing provider recruitment efforts needed to expand access to housing.

The Housing Recruitment Specialist will be responsible for sourcing and securing housing provider partnerships to expand Housing Collaborative's access to affordable housing units.

Primary Responsibilities

Responsibilities include staying abreast of Housing Collaborative's programs; and constant interaction with potential housing provider partners. Conduct property visits armed with information about client base housing needs and programs, and past experience with the targeted housing provider.

Responsibilities also include but are not limited to the following:

- Maintain a thorough knowledge of Housing Collaborative's service areas;
- Provide quality customer service through use of active listening skills and effective written and verbal communication;
- Conduct real estate market research and review the housing needs of clients within the agency's salesforce platform to guide identification of potential housing resources;
- Accurately and enthusiastically promote the benefits of partnering with Housing Collaborative to provide housing for people in need;

- Regularly conduct outbound calls and property visits to cultivate relationships with prospective housing provider partners to secure unit commitments;
- Track outreach efforts within the agency’s salesforce platform, providing details on property visits/calls with dates, information collected, follow-up needs, and outcomes;
- Remain informed on day-to-day and ongoing tasks; frequently checking emails and attending staff meetings;
- Accountability to specific performance goals and measures identified in an annual workplan; and
- Maintain respectful, professional working relationships with partner agencies, housing providers, services providers, tenants, funders, and colleagues.

Qualifications

To excel in this position, the candidate should offer:

- At least one year of experience working with housing providers and programs;
- Real Estate Broker License highly desired, but additional experience securing partnerships with housing providers will be considered, and candidates without a Real Estate License may be encouraged and supported to secure one;
- Clear and empathetic written and verbal communication that demonstrates quality customer service and attention to detail;
- Productive time management skills and ability to prioritize tasks;
- Willingness to collaborate with coworkers, external partners, and customers; and
- A commitment to second chances, and to the mission and vision of Housing Collaborative.

Hours

This is a salaried, full-time position. Full-time staff are expected to complete 40 hours of work per week, between 9am and 5pm, Monday through Friday, with occasional weekends. The days for visiting properties will be decided by the leadership. Remote, hybrid, and flexible schedules may be available at the discretion of organizational leadership, dependent upon job performance; however, trainings, meetings, and team-building opportunities are regularly scheduled to occur in-person for all staff.

COVID-19 Considerations and Requirements

Due to the nature of our business and the clients we serve, Housing Collaborative requires all staff be fully vaccinated and provide proof of COVID-19 vaccination. Depending on local case counts and Mecklenburg County guidance, we may choose to enforce masking inside the office suite.

I understand and agree to the requirements of the position outlined above:

Name

Date

