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|----------------|------------------------|
| Position       | Senior Manager Housing |
| Reports To     | Executive Director     |
| Classification | Salary, Exempt         |
| Salary Range   | \$70,000 - \$80,000    |

### ABOUT PORCHLIGHT

PorchLight is a 501(c)3 nonprofit organization founded in 1993 to provide a warm, safe, and hospitable place for single men to sleep and be nourished with three healthy meals each day. Today, with partnerships and support from King County’s Eastside community, PorchLight serves more than 1,700 people each year with street outreach, day center services, shelters, permanent subsidized housing, case management, and other life-saving supportive services—including three meals a day, 365 days a year.

PorchLight a healthy, fiscally stable organization with a dedicated Board and staff poised to advance its mission. Our core values are relationship, community, empowerment, dignity and respect. These values embody the PorchLight mission to partner with men experiencing homelessness & the community to create a path to stable living.

This is a very exciting time for PORCHLIGHT as the organization engages the wider community in new and impactful ways to foster hope, dignity and the building blocks that provide stability to people in need on our streets. For decades, we have quietly worked in our community, providing outreach, shelter, permanent housing, services & community.

### POSITION SUMMARY

This position will provide strategic leadership and management to our Housing program. This position combines compassion, strategic thinking, and practical problem-solving to address the complex needs of individuals experiencing homelessness. The focus is on ensuring all houses are at capacity, have a viable House Manager, and all required documents completed and up to date. Additionally, collaborating with community resources, advocacy for clients (and the development of permanent supportive housing on the Eastside, in partnership with the ED and Communications Department), to ensure opportunities are made available to our housing clients.

### RESPONSIBILITIES

- Build strong relationships with community partners, landlords, and government agencies to expand housing options and resources.
- Ensure strict adherence to all terms and conditions outlined in government contracts related to housing. Monitor compliance requirements, submit necessary reports, and coordinate audits as needed.
- Lead negotiations for house leases, including terms, conditions, and rental agreements.
- Maintain accurate records of all lease agreements, renewal dates, and financial obligations. Proactively manage lease renewals and terminations.
- Develop and implement innovative housing placement strategies, maximizing opportunities to achieve permanent housing stability.
- Conduct thorough housing assessments, creating individualized housing plans tailored to each resident’s unique needs and barriers- in partnership with the case managers.
- Oversee move-in processes and provide ongoing transition support to ensure successful housing retention.
- Ensure all houses are in good condition and problems are addressed quickly and efficiently (in partnership with the maintenance tech and Facilities Manager).



## **General**

- Foster a collaborative and inclusive working environment within PorchLight's Mission Statement, Values, and Vision, promoting teamwork and shared accountability.
- Represent PorchLight in discussions with community stakeholders, funders, and policymakers.
- Track and analyze data related to housing placement, outcomes, and service utilization.
- Identify trends, analyze program effectiveness, and develop data-driven strategies for continuous improvement.
- Generate reports and presentations to communicate program achievements and impact stakeholders.
- Ensure all programs comply with relevant laws, regulations, and best practices in homeless services. Implement and oversee quality assurance measures to maintain high standards of care and service.
- Manage client records, files, and reports to ensure accuracy, confidentiality, and security.
- Oversee the day-to-day operations of housing programs and services. Ensure programs effectively meet clients' needs and operate within budget and organizational guidelines.
- Assist in the onboarding, training, supervision, and performance evaluations for shelter staff.
- Work closely with the executive leadership team to develop and implement strategic plans for program expansion, improvement, and sustainability.
- Diligently manage and oversee budget expectations while monitoring revenue, ensuring that it aligns with PorchLight's budgetary constraints.
- Other related duties as assigned.

## **QUALIFICATIONS, KNOWLEDGE, SKILLS REQUIRED:**

- Bachelor's degree in social work, public administration, housing, or related field- or extensive experience in the HF field in lieu of a degree.
- Minimum of 1 year of experience in supervisory or leadership roles within housing and/or case management for men experiencing homelessness.
- Demonstrated expertise in housing best practices and trauma-informed care.
- Strong leadership and communication skills, with ability to motivate, inspire, and coach a team.
- Collaborative, adaptable, and results-oriented approaches.
- Deep understanding of challenges faced by men experiencing homelessness and unwavering commitment to social justice.

## **CERTIFICATES, LICENSES & REGISTRATIONS:**

Washington driver's license and insurable driving record required.

## **ADA SPECIFICATIONS**

(Physical demands that must be met in order to successfully complete the essential functions of the job)

- Requires ability to communicate and listen actively.
- Requires ability to use computers, telephones and other office equipment.
- Requires prolonged periods of standing and walking



- May require to be physically able to climb ladders, bend, and crawl into awkward spaces.
- May require to occasional lift up to 40 pounds at a time.

#### **SUBMISSION**

To apply, please submit resume to [careers@porchlightcares.org](mailto:careers@porchlightcares.org)

#### **TIMELINE**

Applications will be considered on an ongoing basis; position open until filled.

#### **EQUAL OPPORTUNITY STATEMENT**

Decisions and criteria governing the employment relationship with all employees at PorchLight are made in a non-discriminatory manner, without regard to race, color, creed, religion, national origin, sex, marital status, pregnancy, disability, sexual orientation, gender identity, veteran status, age, FMLA status, or any other factor determined to be unlawful by federal, state or local statutes.

The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.