



Flood Bakersfield Ministries, Inc.

JOB DESCRIPTION: HOUSING MANAGER

Position Title: Housing Manager

Reports To: Director of Operations

Classification: Exempt **Category:** Full time

Salary Range: \$65,000-\$75,000

Summary: Under the supervision of the Director of Operations, the Housing Manager is responsible for managing all aspects of the Housing Department including, but not limited to, the day-to-day activities of the department, staff oversight, and adherence to departmental and organizational policies and procedures. This includes the coordination of services delivered to clients seeking housing placement. Service delivery is designed to assist people experiencing homelessness and those at-risk clients in obtaining and maintaining housing. The Housing Manager will work closely with staff, community partners, and funders to ensure the success of Flood and Housing Authority supportive housing programs

Major Duties and Responsibilities:

- Provide leadership and management of the Flood Supportive Housing program, ensuring achievement of key performance outcomes
- Develop and maintain positive working relationships with funders, community partners, and other stakeholders
- Supervise program staff, providing training and support as needed
- Ensure compliance with program guidelines and regulatory requirements, including those mandated by funding sources
- Manage program budgets, ensuring financial sustainability and accuracy in reporting
- Work collaboratively with property managers to achieve change and reach goals
- Oversee the collection, analysis, and dissemination of program data to track performance and inform program decisions
- Maintain a professional, high-quality service-oriented environment.
- Work with Director of Operations to schedule meetings keeping staff informed on all policies and procedures while reinforcing standards of excellence and promoting a strong

team atmosphere and culture.

- Other duties as assigned.

Qualifications:

- At least 3 years of experience in program management, including supervision of staff and involvement in program development and evaluation. A bachelor's degree is preferred.
- Knowledge of supportive housing models, housing regulations, and community resources
- Ability to develop budgets, manage finances, and analyze financial data
- Excellent oral and written communication skills, including ability to prepare clear and concise reports
- Ability to work effectively with diverse populations of clients, staff, and community members
- Strong analytical and problem-solving skills
- Proficiency in Microsoft Office Suite and other related software

To Apply:

- Interested candidates should submit a cover letter and resume to the Executive Director by email at director@floodbako.com