



# KCRHA

King County Regional Homelessness Authority

## **Housing Acquisition Team Manager**

### King County Regional Homelessness Authority

**Role Title:** Housing Acquisition Team Manager

**Salary Range:** \$95,000 - \$120,000

The RHA provides unlimited vacation, 96 hours of paid sick and safe, 12 official holidays and 2 personal holidays, medical, dental, and vision benefits, a pension plan and Deferred Compensation Plan to eligible employees, life insurance and LTD.

*(This position is funded by a philanthropic grant)*

#### **Organizational Overview**

The King County Regional Homelessness Authority (RHA) oversees all homelessness related programming and prevention initiatives in the Seattle/King County region. Created via an interlocal agreement between the City of Seattle and King County in 2019, the Authority is charged with building and implementing a regional approach to ending homelessness in King County. To accomplish this, the RHA is specifically tasked with:

1. Engaging and centering people with lived experience;
2. Focusing on justice-based approaches to actively address disproportionalities in the population experiencing homelessness; and
3. Integrating the perspectives of a wide range of stakeholders across King County through a sub-regional planning process that recognizes the unique attributes of communities within the county.

The Authority is currently in its founding era and seeks dynamic and skilled leaders at all levels.

#### **Team Overview**

Partnership for Zero (PFZ) is a major initiative of KCRHA, done in partnership with the City of Seattle, King County, and business and philanthropic partners to reduce unsheltered homelessness in King County. The initial focus for the initiative is downtown Seattle because that is the area in King County with the largest concentration of individuals living unsheltered. The Authority's Housing Acquisition Team (HAT) is an integral component of PFZ and the Housing Command Center (HCC), a centralized emergency operations management system that coordinates and streamlines the actions required to house people – identifying available housing units, identifying eligible households, and getting people housed with a minimum of a 12-month lease.

The HAT is responsible for identifying available rental units in King County in support of the HCC. The HAT develops and implements processes and policies to engage with private market landlords throughout the region to secure sufficient units to expedite pathways out of homelessness for PFZ program participants. This includes, but is not limited to, marketing the PFZ program, negotiating landlord incentive agreements, identifying master leasing opportunities and negotiating agreements.

### **Role Description**

The HAT Lead will be responsible for leading a small working group with a direct focus on housing acquisition to support rehousing over 900 unhoused neighbors in downtown Seattle, and additional areas of King County as they are identified.

### **Accountabilities**

#### **Program Administration (50%)**

- Engage with current and prospective landlords to secure housing units in support of the rehousing effort
- Promote PFZ landlord incentives and develop proposals to significantly increase the number of units available for this program
  - Lead execution of hold agreements as part of the incentive program
  - Identify opportunities to negotiate and execute master leasing agreements
- Ensure that housing acquisition efforts support geographic diversity, promote housing choice, and offer unhoused neighbors access to food security, transportation, cultural hubs, and safety
- Work across multiple KCRHA divisions and collaborate closely with other HCC leads to achieve program outcomes (Other HCC leads include: field operations, finance and administration, communications, data, performance management, etc.)
- Communicate critical updates at the HCC daily meeting:
  - Outline progress towards pre-defined metrics/outcomes (number of units acquired, number of permanent housing placements made, length of time from match to lease up, etc.)
  - Share challenges that have surfaced since prior daily meeting
  - Propose solutions discussed at HAT meetings to address challenges
- Develop agenda and facilitate HAT meetings three times weekly
- Develop a strong working knowledge the Authority's program, landlord incentives, the local housing market, and familiarity with local/state housing protection laws

#### **Problem-Solving (25%)**

- Identify and analyze challenges, brainstorm solutions and implement them with a specific focus on action needed to rapidly disrupt barriers to meeting targets
- Elevate challenges to HCC and/or KCRHA leadership when needed
  - Effectively communicate problems to leaders to reduce confusion and make implementing proposed solutions easier

## **Policy/Process Refinement (25%)**

- Develop housing acquisition policy and processes to support rehousing efforts
- Coordinate with relevant PFZ and HCC leads for refinement and alignment of all policy and process
- Work closely with the Systems Advocate workforce to understand housing needs and gaps in available inventory and design solutions
- Obtain appropriate policy and process approvals through KCRHA and HCC chain of command
- Communicate policy and process changes through appropriate mediums (e.g., email, Microsoft Teams, etc.)

## ***Additional Requirements***

- Ability to travel up to 10%, in state and out-of-state
- A track record of success in project management, and partnering with diverse groups of stakeholders to achieve goals
- Experience in and/or familiarity with master leasing
- Excellent oral and written communication skills
- Exceptional planning, organizing, and prioritizing skills in order to manage a diverse workload, multiple demands, and deadline sensitive projects
- A high level of customer service orientation and attention to detail
- Ability to provide and accept feedback
- Ability to work in and across several communication platforms, including social networks and cloud based systems
- Strong attention to detail, accuracy, timeliness

## **EEO STATEMENT**

The Regional Authority is committed to a policy of Equal Employment Opportunity and will not discriminate against an applicant or employee based on the basis of race, creed, religion, color, national origin, age, alienage or citizenship status, ancestry, nationality, national origin, marital or domestic partnership or civil union status, familial status, sex, pregnancy, gender identity, or any other characteristic protected by federal, state or local law. In addition, The Regional Authority will provide reasonable accommodations for qualified individuals with disabilities.