



Housing Acquisition Manager

Role Title: Housing Acquisition Manager

Salary Range: \$95,000 - \$110,000

Classification: Full-time, Exempt. Grant funded position until December 2024

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 Authority 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

The Housing Acquisition Team is a centralized housing location system focused on proactive, collaborative approaches to increasing affordable housing resources for unhoused neighbors in King County. The team develops and implements strategies to secure affordable housing units for the region including but not limited to shared housing models, master leasing opportunities, and voucher set asides. Through this work, processes and policies are developed, housing agreements are negotiated, and a significant number of affordable units are secured to expedite pathways for individuals out of homelessness and into housing across King County.

Role Description

The Housing Acquisition Manager oversees a team focused on the acquisition of affordable housing resources for unhoused neighbors in King County. The Manager is responsible for the development and implementation of system-wide housing strategies that can help increase available resources and reduce the amount of time it takes to move an unhoused neighbor into permanent housing. This includes but is not limited to a master lease program, shared housing program, and a centralized housing inventory portal. In this role, the Manager will create policies and procedures, implement operational plans, and provide training and support for the team as well as enhance external relationships to engage in this work. It is expected that the Housing Acquisition Manager role will be interacting with a variety of stakeholders including landlords, real estate developers, permanent supportive housing providers, government entities and others on behalf of the agency. This role will also play a key role in informing the King County Regional Homeless Authorities programmatic and advocacy efforts, including centering lived experience, by relaying information about challenges, opportunities, and gaps in resources for clients.

Program Development & Management (75%)

- Oversee the development and implementation of housing unit acquisition strategies that will maximize permanent, affordable housing placements and utilization of all housing resources available in King County. This includes but is not limited to a shared housing model, master lease program, and centralized housing location system.
- Ensure that housing acquisition efforts support geographic diversity, promote housing choice, and offer unhoused neighbors access to food security, transportation, cultural hubs, and safety.
- Identify barriers that need to be removed from the system to ensure successful implementation of strategies.
- Manage the development and implementation of a centralized housing inventory portal which will be a resource for partner agencies, landlords, and other entities across King County.
- Manage team members and external consultants focused on the development and implementation of housing acquisition strategies for King County.
- Lead and inform community-wide meetings to better understand the needs of agencies providing housing assistance to participants experiencing homelessness. Incorporate identified needs into county-wide housing acquisition strategies and help build capacity for partners in the region.
- Develop and manage the implementation of operational plans, policies and procedures, and standards to ensure program sustainability. Develop reports to track progress towards program goals such as number of affordable units

acquired, number of permanent housing placements made, number of vouchers secured, length of time from housing match to lease and move in, and related efforts.

- Manage the development and implementation of a master lease program and a shared housing program that can be used as scale in King County. Support the creation of Requests for Proposals (RFP), Requests for Information (RFI) and Requests for Qualifications (RFQ) processes to select agencies to participate in a master lease pilot. Engage with landlords, developers, real estate groups, and associations across King County to secure affordable housing.

Collaboration & Advocacy (25%)

- Work across multiple KCRHA divisions and collaborate closely with leadership to achieve program outcomes.
- Develop a strong working knowledge of landlord incentives, the local housing market, and familiarity with local/state housing protection laws.
- Identify, secure, and mobilize local, county, state and federal resources that can be used to scale. This includes but is not limited to rapid rehousing funds, housing voucher programs, and maximizing available Continuum of Care funding.

Minimum Requirements

- Deep fluency in equity and racial justice concepts and language, understand their own privilege and power, and is able to bring equity impact analysis to life in the context of their tasks.
- 2+ years of experience as a project manager and/or management oversight of external consultants.
- Experience in collaboration and creation of programs and policies with homelessness service providers.
- Experience engaging with landlord, real estate developers, government entities, and non-profits to procure affordable housing units.
- Experience managing a team: a commitment to differentiating management to support success, growth, and development of a diverse workforce.
- Proven knowledge of and/or experience with master leasing and shared housing.

Additional Requirements

- Ability to travel up to 30%, in state.
- A track record of success in project management and partnering with diverse groups of stakeholders to achieve goals.
- 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 HMIS, social networks and cloud-based systems.
- Strong attention to detail, accuracy, timeliness.

Direct Reports: Two (2) Housing Acquisition Coordinators

Supervisor: Deputy Chief Programs Officer

Benefits: Unlimited vacation, subject to manager approval, 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.

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 characteristics protected by federal, state or local law. In addition, The Regional Authority will provide reasonable accommodations for qualified individuals with disabilities.