

The United Planning Organization (UPO) is the designated Community Action Agency for Washington, District of Columbia, and has served the residents of the District since 1962. Our **Vision** for the future is “UPO’s Washington: A city of thriving communities and self-sufficient residents.” Our **Mission** is “Uniting People with Opportunities.”

UPO is committed to attracting and retaining outstanding and diverse staff who will enhance our engagement and **service** in our communities.

All qualified applicants are encouraged to apply for this position or any other position currently advertised on our website. Please visit us at www.upo.org to view all vacancies and to learn more about our company and services.

POSITION: Director, Community Reinvestment
DIVISION/OFFICE: Community Reinvestment Division
BULLETIN No: 17052021
SALARY RANGE: Commensurate with Experience
OPENING DATE: May 21, 2021
CLOSING DATE: Open Until Filled
FIRST SOURCE: N/A

MAJOR DUTIES

Manage UPO Community Reinvestment programs responsible for promoting economic security through financial education, housing counseling, home acquisition, home rehabilitation and micro business lending. Direct and supervise staff responsible for facilitating those programs. Ensure program outcomes, licensing, administrative, and program requirements are met.

BRIEF DESCRIPTION:

Oversee program performance, budget, case management, training and/or licensing or certification required of Community Reinvestment staff. Implement a Management by Objective (MBO) Logic Model to outline expected outcomes and identify roles of all staff; supervise staff and/or monitor Division programs for quality assurance, providing written feedback with corrective action as required. Facilitate, monitor, maintain and/or implement division programming, including the Division’s Emergency Rental Assistance (ERAP); CHAP; housing counseling; tax preparation; and Shelter Plus Care programs. Review and monitor staff outcomes, database entry accuracy, and responsibly approve customer applications for funding. Develop strategic and tactical plans for the Division, in concert with UPO’s Strategic Plan. Establish a Community Reinvestment Advisory Council; and implement, at a minimum, quarterly meetings. Develop homeownership opportunities for low-income and working-poor families. Create new housing opportunities for high risk populations, e.g., homeless, veterans, disabled, etc. Create income earning opportunities to increase UPO’s non-government funded resource pool.

MINIMUM QUALIFICATIONS:

Bachelor’s degree in Finance, Community Development, Economics or a related field with five (5) years of banking, lending, housing and/or community development experience. Must have a verifiable Homeownership Counseling Certification for Program Managers & Executive Directors. The employee must have the mobility to physically examine property and sites. Must be able to make public presentations and appear before groups and regulatory agencies. Must be able to perform administrative office duties.

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Must have effective organizational and professional communication skills, both written and verbal. Proven ability to work in a team environment and lead projects. Ability to work under pressure and supervise a diverse work staff. Must have a valid driver's license. Must be available to work some evenings and weekends. Must be able to work sensitively and effectively with individuals of diverse educational, socio-economic and cultural backgrounds. Excellent working knowledge of MS Office (Word, Excel, Outlook and Power Point) and ability to use/learn electronic time-keeping program.

This position requires the incumbent to have reliable transportation in order to be able to travel throughout the various UPO worksite locations as required for meetings, training and workshops as well as to travel to events in the community

DESIRED QUALIFICATIONS:

MBA with a minimum of seven (7) years of experience in Finance, Community Development, Economics or a related field.

OTHER REQUIREMENTS:

In the event that an offer is extended, the candidate will be required to successfully complete a criminal background check and/or FBI fingerprinting, and pre-employment drug screening as applicable for the position.

This position IS NOT covered by the collective bargaining agreement.

ALL VISITORS TO UPO FACILITIES

- **Must Wear a Mask While on UPO Premises;**
 - **Must Practice Social Distancing; and,**
- Will Be Subject to Temperature Scanning Upon Entering UPO Facilities**

To be considered for this position:

Submit your resume to upojobs@upo.org.