

Director of Housing Stabilization

Lack of affordable housing in the Lehigh Valley has led to long wait times to access shelters. With a Housing First philosophy, **Third Street Alliance for Women & Children** has been providing vital community services to women, children, and families since the 1930s. As needs continue to evolve, we're adding a **Director of Housing Stabilization** to play a pivotal role to address housing instability in Northampton County.

Here you'll be a voice to TSA's mission and core value system of accountability, community, respect, professionalism, boldness, and stewardship. If you are ready to make a direct impact in our community, we invite you to join us in the fight against housing instability and homelessness!

What you'll do

Juggling overseeing, managing, and facilitating shelter operations, financial assistance programs, and various housing services designed to support households at risk of housing crises will be part of your daily challenges. You'll use your leadership skills to drive development and implementation of innovative and effective programs to address housing stability. Day to day you'll focus on:

- **Program Leadership:** Oversee a range of services, including Prevention, Diversion/Shelter, Eviction Prevention, Non-Congregate Shelter/Hotel Program, and Rapid Re-Housing
- **Strategic Insights:** Collaborate with the Executive Director and program staff to design and monitor programs, ensuring strong service delivery, quality documentation, and progress toward performance milestones
- **Community Engagement:** Build and maintain relationships by networking with local social, educational, health/housing agencies, and service providers to remove barriers for community members
- **Advocacy and Representation:** Represent Third Street Alliance at meetings, conferences, and workshops to promote the services provided by the agency. Act as a spokesperson for our mission within the community
- **Compliance and Documentation:** Ensure that policies align with best practices and meet the requirements of contract funders, maintain accurate and timely data collection and reporting for funding and program evaluation
- **Team Management:** Oversee team and collaborate with the Executive Director to uphold our policies
- **Financial Oversight:** Manage programmatic and funding decisions in collaboration with the Executive Director and Director of Finance. Provide budget projections during annual budget development and ensure that operating expenditures are in line with the approved budget.

What you need to thrive in this role

A true passion for helping people and the motivation to network and represent TSA to promote our services and share our mission are key to this role. Additional requirements include:

- **Experience:** 5 years of experience in housing-related services for households in crisis, 3+ years of experience providing leadership to employees, and 3+ years of experience managing, overseeing systems, budgets, and programming
- **Leadership:** An entrepreneurial spirit and the ability to supervise and motivate staff while building relationships
- **Education/Certification:** Bachelor's degree and/or industry training/professional development desired
- **Skills required:** A positive attitude, patience, compassion, and a genuine love for working with people are a must! As are: program management experience with a strong sense of planning, evaluation, and change management; strong proficiency in Microsoft Office applications software (e.g., Word, Outlook, Excel, and PowerPoint); the ability to respond to crisis and emergency situations in a reasonable and calm manner; and ability to work with diverse and sensitive populations while maintaining clear and professional boundaries
- **Bilingual** candidates highly desired
- **Location:** We are located at 41 North 3rd Street in Easton, PA, you'll spend about 10-20% out in the field
- **Schedule:** M-F day shift hours, with occasional evening or weekend for community networking events

Third Street Alliance - Director of Housing Stabilization

About us

Serving the greater Lehigh Valley for over a century, **Third Street Alliance for Women & Children** is a non-profit agency providing homeless prevention, shelter, and supportive services. Our mission is to inspire and equip women, children, and families to live, learn, and thrive. Housed in the historic Simon Mansion and the adjoining Bixler-Ward House, we believe in the power of communities, when people come together, we can change lives! Learn more about us here:

<https://thirdstreetalliance.org/about-us/>

What we offer you

We care about the well-being of our employees, and our benefits package illustrates in part, the level of commitment you'll feel from us:

- Starting pay in the \$60,000 - \$65,000/year range depending on experience
- Medical, dental & vision insurance
- Paid Time Off accrual that increases with tenure + paid holidays
- Company paid long-term and short-term disability insurance
- 403(b) plan for retirement
- Tuition reimbursement and parking assistance programs
- 75% discount on TLC childcare enrollment fees and 50% discount on TSA programs!

I'm interested, how do I get started?

Apply to: https://app.jobvite.com/j?aj=okOupfwL&s=United_Way_LV

Is this the job for you? If not, feel free to share this link with someone who might be interested.

myHR Partner is our hiring management partner for this position. myHR Partner is not a staffing service or recruiter, and all resumes/applications will be reviewed for this position and only for our organization. Qualified candidates will be contacted by myHR Partner for a phone interview. After the phone interview, qualified candidates will be invited to an interview with the Third Street Alliance team.

Thank you for considering us as a potential employer!