

## Housing Policy and Program Manager

### Statement of Duties

The Housing Policy and Program Manager will assist in developing and deploying housing initiatives to support Rhode Island's COVID-19 recovery. This position will focus on housing stability initiatives, such as the Safe Harbor Housing Program (Eviction Prevention), Housing Help RI (Rental Assistance), Landlord Incentive Program (Unit Recruitment for Homeless Individuals Campaign) while also covering a variety of economic, policy, and regulatory issues focused on Housing.

### Responsibilities

- Manage initiatives designed to address housing needs directly related to the state's COVID-19 health crisis. This may include overseeing vendors/subrecipients and managing compliance-related questions.
- Develop and implement policies and programs that support affordable housing and promote the administration's economic development goals internally and across partner organizations.
- Coordinate communications and meet with stakeholders and key state entities.
- Produce reports, memos, research, analysis, presentations, and other materials.
- Provide updates and address any identified program issues that may develop.
- Collect information necessary to assure federal compliance.

### Key Competencies

- **Strategic skills:** Determines opportunities and threats through comprehensive analysis of current and future trends. Comprehends the big picture.
- **Resourcefulness:** Passionately finds ways over, around or through barriers to success. Achieves results despite lack of resources. Goes beyond the call of duty. Shows bias for action. A results-oriented "doer."
- **Goal Setting:** Sets fair stretch goals for self and others. Encourages individual initiative.
- **Energy / Drive:** Exhibits energy, strong desire to achieve, high dedication level.

### Preferred Qualifications

- Experience with housing programs, government program administration, and using federal funding.
- Excellent writing skills and ability to effectively communicate.

- Ability to expedite and execute housing stability initiatives.
- Strong leadership and organizational abilities and desire to work in a collaborative team environment.
- Orientation towards results with the ability to manage multiple projects and assignments concurrently.
- Commitment to public service.

---

This is a temporary assignment lasting approximately three months.

To be considered for this position, candidates must submit a cover letter along with a professional resume via email to:

**Rhode Island Commerce Corporation**  
**315 Iron Horse Way – Suite 101**  
**Providence, RI 02908**  
[job.opportunities@commerceri.com](mailto:job.opportunities@commerceri.com)

*The Rhode Island Commerce Corporation (the 'Corporation') is an Equal Opportunity Employer. The Corporation does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by applicable law. All employment is decided on the basis of qualifications, merit, and business need. The Corporation will not tolerate discrimination or harassment based on any of these characteristics.*