



## Hispanic Unity of Florida Job Description

**Job Title:** Housing Program Manager  
**Department:** Economic Development  
**Reports To:** Director of Economic Development  
**Classification:** Exempt / Full Time  
**Work Location:** In Person  
**Date Released:** February 2025

### **CHANGE LIVES AND MAKE A DIFFERENCE!**

At Hispanic Unity of Florida (HUF), we change lives every single day – in small and big ways. If you want to join an exceptional organization that works tirelessly to ensure that everyone is empowered to live their American dream, please continue reading.

It is imperative that all applicants share HUF's values as it serves as the foundation for how we treat each other, our clients, our funders, and everyone we come into contact with. Those values include, but are not limited to: *Integrity, transparency, respect, dignity, accountability, diversity, and cultural awareness, commitment to excellence, collaboration and teamwork.*

#### **Job Summary:**

The Housing Program Manager is responsible for overseeing and managing the HUD-certified housing program at Hispanic Unity of Florida (HUF). This role ensures the effective implementation of housing counseling services, including homeownership education, foreclosure prevention, rental assistance, and financial literacy support. The Housing Program Manager will develop and manage partnerships, supervise program staff, ensure compliance with HUD regulations, and oversee program performance to meet funding and organizational goals.

#### **Essential Duties:**

- Lead the strategic planning, implementation, and evaluation of the housing program.
- Ensure compliance with HUD regulations, funder requirements, and agency policies.
- Oversee accurate data collection, reporting, and program evaluation to measure impact and outcomes.
- Oversee the submission of program reports, including monthly scorecards, funder reports, and success stories.
- Monitor grant budgets to ensure proper fund allocation and spending.
- Support grant writing and funding proposals to expand and sustain the housing program.

- Ensure accurate data entry and reporting in required systems such as the HUD Housing Counseling System (HCS) and Client Management System (CMS).
- Supervise and support HUD-certified housing counselors and program staff.
- Conduct performance evaluations and support staff goal setting and professional development. Provide ongoing training and professional development to enhance team expertise in housing counseling and financial literacy.
- Ensure high-quality client services by implementing best practices in housing counseling and education.
- Develop and maintain relationships with local, state, and national housing agencies, lenders, and community organizations.
- Represent HUF at community meetings, conferences, and housing-related events.
- Coordinate and facilitate homeownership education workshops and financial literacy initiatives.
- Manage program budgets, grants, and funding sources to ensure financial sustainability.
- Collaborate with internal departments to integrate housing counseling with other financial stability initiatives.
- Provide direct counseling services as needed to support clients in achieving housing stability.
- Address complex client cases, providing guidance and referrals as needed.

#### **Qualifications and Job Requirements:**

- All candidates must pass a level 2 background check as part of the HUF hiring process.
- Minimum of three (3) years of experience in housing counseling, community development, or a related field.
- HUD Housing Counselor Certification preferred or willingness to obtain within six months of hire.
- Preferred experience in managing federally funded programs, with a strong track record of ensuring compliance with grant requirements and reporting standards.
- Strong leadership and team management skills.
- Knowledge of housing regulations, fair housing laws, and financial literacy principles.
- Excellent verbal and written communication skills in English and Spanish preferred.
- Ability to develop and manage partnerships with community stakeholders.
- Strong analytical and problem-solving skills with a commitment to client advocacy.
- Proficiency in Microsoft Office Suite and client management databases.

#### **Education and Experience:**

- Bachelor's degree in social work, public administration, business, or a related field required; Master's degree preferred.

- Experience in housing counseling, financial coaching, or nonprofit program management preferred.
- Previous supervisory experience is highly desirable.

**Working Environment:**

- Hybrid work environment with some remote work flexibility.
- Must have reliable transportation.
- This position operates in an office setting with occasional off-site meetings and community events.
- Some evening and weekend work may be required.

The work for this position may be done from a remote location as well as in the office. The remote office should be held to the same private and confidential standards. The person must be able to travel back and forth from site locations and home as needed. Employees who are eligible to work hybrid are responsible for adhering to the agreed upon schedule dictated by their immediate supervisor.

**Physical Requirements:**

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

*Hispanic Unity of Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.*

I have read my job description and understand my responsibilities.

Employee's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

**This job description does not alter your “at-will” status. It is not an employee agreement or contract. Management has the right to alter this job description at any time with or without notice. Employee understands that other tasks or duties may be added or assigned from time to time, at the discretion of the administration.**