

## **14:PAR-066: Senior Program Director**

**Company** Enterprise Community Partners

**Department** Solutions

**Location** Washington, DC

### **Job Summary**

Enterprise's recently completed 2014-2020 Strategic Plan sets an ambitious generational goal of ending housing insecurity by expanding opportunities for low-income families through quality affordable housing and connections to good schools, jobs, transit and health care. The Solutions team will play a critical role in achieving this goal. To succeed, the team will increasingly need to collaborate on strategic priorities that cut across organizational lines and focus efforts on identifying and scaling successful programs.

The Senior Program Director (Director) for Special Projects supports the Solutions management team, which includes the Senior Vice President who oversees the entire team, the vice presidents for Markets, Initiatives and Operations. The Senior Program Director (Director) serves as project manager for new and cross-cutting efforts that involve multiple parts of the Solutions team and/or of the Enterprise organization. This person also provides executive support to Solutions management team members, including research, data gathering and analysis, preparation of meeting summaries and talking points. The Senior Program Director (Director) reports to the Solutions Senior Vice President.

### **Job Responsibilities**

- Provide project management support for new programmatic work that cuts across multiple departments, including developing initial scope of work, identifying key staff to engage, and leading team-based efforts. Initial areas of engagement may include state and local policy, public housing and resiliency.
- Support the development and implementation of a new Solutions innovation process which is being created to assess new efforts, resource high-priority emerging programs and identify successful programs that should be replicated and scaled. This Solutions-specific process will need to integrate at appropriate points with Enterprise's organization-wide innovation process.
- Provide executive support to Solutions management team with research, data analysis, preparation of meeting notes and summaries, development of talking points meetings and events, and other follow-up efforts as needed.
- Interface with other Enterprise departments, such as Innovation, Knowledge, Impact and Strategy; and Policy as needed to support work.

### **Qualifications**

- Minimum of eight years of experience in relevant community development, public policy, government, banking and finance, nonprofit, or real estate development experience. Graduate degree may be substituted for up to 2 years of experience.
- Strong organizational skills and demonstrated project management experience managing complex efforts and diverse teams located across multiple offices.
- Experience in the low-income affordable housing sector and understanding of multifamily rental housing development is highly desired.
- Undergraduate degree required. Master's degree in business, public policy, economics, urban planning or real estate is strongly desired.
- Superior communication skills with ability to clearly express ideas, thoughts and concepts verbally and in writing.
- Strong PowerPoint and Excel skills, and experience preparing presentations for a variety of audiences.
- Demonstrated professionalism, diplomacy, composure, flexibility and ability to adapt to a variety of situations.

- Ability to work independently, solve problems and take responsibility for moving tasks forward with minimal supervision.

- Available for travel.

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