



Deeply affordable. Thriving neighborhoods. Nearby services.

Title: VP of Programs

Reports to: CEO

FSLA: Exempt

Rev.: 12/2023

The mission of Jubilee Housing is building diverse, compassionate communities that create opportunities for everyone to thrive. Since 1973, Jubilee has worked to provide high quality affordable housing and holistic support to those experiencing persistent economic hardship in the Adams Morgan and Columbia Heights neighborhoods of Washington D.C. Jubilee operates thirteen properties totaling 464 units of affordable housing, with another four properties and 120 units under development, and offers robust programming for residents and community members pursuing life goals.

Jubilee Housing is an innovator in financing and social services for affordable housing communities in the heart of the Nation's Capital. Jubilee's model of Justice Housing is affordable to those with the fewest financial assets, located in neighborhoods where resources such as good schools, grocery stores, and public transportation are readily accessible, and near services that support residents as they pursue educational and career attainment.

Jubilee is seeking the best person to lead expansion of its Justice Housing model to a growing resident community.

POSITION DESCRIPTION:

The Vice President of Programs leads strategic development and oversight for a suite of in house and third-party partner programs and services for residents and families. The Vice President of Programs guides and supports a team who is currently focused on three program divisions:

1. **Resident Services** programming that focuses on community building, resident leadership initiatives and efforts that support financial capability and asset building,
2. **Reentry Housing and Services**, supportive housing that welcomes men and women home from incarceration into a structured transitional housing setting and residents gain employment and rebuild social networks needed for lasting success, and
3. **Youth and Family Programming** supports parents and youth alike as they go through the educational continuum from birth to college and career. Youth and Family programming also provides out of school time support for children and youth grades K-12, summer programming and a growing college prep and persistence effort known as Jubilee to College.

Each program division is evolving to meet the needs and opportunities of a growing resident community. Reentry programming is preparing to open two new facilities that will triple capacity and add a cutting-edge workforce development program centered around an onsite aquaponics farm and a community kitchen.

RESPONSIBILITIES:

- Support program directors in the development and evolution of their programs to meet client needs
- Working within the organizations strategic plan, develops long range vision and overall strategic goals for program portfolio, insuring that core values permeate the work and responding to data from current programs

- Lead implementation of resident-centric approach that focuses on the experience of the resident or family, revising theories of change, logic models and program evaluation metrics as needed
- Manage program budgets and work closely with Finance to ensure fiscal discipline and financial sustainability of programs
- Work with Institutional Advancement to fundraise for program level needs and represent programmatic work to donors, and support the engagement of donors in Jubilee programs as volunteers and champions
- Partner closely with the Property Management team in cross-functional collaboration to provide seamless support to residents and families
- Develop and implement processes for regular data collection, outcome measurement, and program evaluation, and iterate programs based on the learnings provided. Monitor programs to ensure they are measuring and achieving desired outcomes
- Develop and implement robust process for program referrals with partner organizations and other neighborhood program providers.
- Ensure that all program activities operate consistently, ethically, and collaboratively within the various programming areas and are in line with the mission and values of Jubilee Housing.
- Implement and lead a continuous quality improvement process throughout all program and service areas, focusing on systems and process improvement.
- Ensure there is succession planning and review of policy manual on an annual basis.
- Facilitate, monitor, communicate, and measure an active planning process to develop program goals and objectives.

DESIRED QUALIFICATIONS:

- Bachelor's degree required. Master's degree referred;
- Proven Track record of leading development and implementation of program evaluation plans for program areas
- Minimum of four years' experience managing teams, with demonstrated experience in leading through periods of growth and change
- Demonstrated success in building and leading multi-disciplinary program efforts that support families overcoming financial hardship and related challenges
- Experience leading multi-organizational partnerships and collaborations
- Demonstrated analytical and operational skills
- Relevant experience in each of Jubilee's program areas preferred

SALARY:

\$120,000.00 - \$130,000.00; commensurate with experience

BENEFITS:

Benefits include health, vision, and dental insurance, STD, LTD, and Life insurances, paid vacation, sick leave, holidays, transportation stipend and a 403(b) matched contribution retirement plan.

BACKGROUND CHECKS AND DRUG SCREENING:

Finalist(s) for this position will be subject to a drug screening and will be required to consent to a pre-employment background and reference checks as a condition of employment.

REFERENCES:

Please be prepared to provide 3 professional references if you are selected for this role.

HYBRID WORK MODEL:

Three-day, onsite hybrid work schedule required; agreed upon schedule with manager.

COVID-19:

As a condition of employment, all external candidates must provide proof that you are fully vaccinated from COVID-19, as of your first day of employment, unless a request for an accommodation has been approved or agree to. If you are not vaccinated, you must agree to having testing done at least once a week.

"Fully vaccinated" means two (2) weeks have passed since your last dose of a two-dose series or two (2) weeks after a single-dose vaccination.

TO APPLY:

Submit your resume and a cover letter to **Jilian Johnson** at jjohnson@jubileehousing.org. Please reference **VP of Programs** in the subject line.

Jubilee Housing is an Equal Opportunity Employer