

<b>Job Title</b>	Vice President of Housing Services
<b>Department</b>	Administration/Housing
<b>Reports To</b>	Senior Vice President of Supportive Services/Chief Compliance Officer
<b>Union Status</b>	Non-Union
<b>FLSA Status</b>	Exempt
<b>Salary Range</b>	\$100,000-\$150,000
<b>Job Code</b>	

### Position Summary

The Vice President of Housing Services provides a high level of expertise in management, operation, and compliance within Sea Mar's affordable housing programs and works collaboratively with various Sea Mar departments and external partners to ensure program goals and requirements are met.

### Duties and Responsibilities

As a mission-driven organization, the core values of, and the services offered at Sea Mar are based on the belief that everyone deserves to be respectfully treated in a way that preserves dignity and enhances self-worth. Sea Mar is an advocate for its clients and aims to achieve industry-leading, client-centered, culturally-aware services.

Sea Mar employees serve as an extension of this mission and demonstrate their commitment to an excellent client experience by:

- Understanding and empathizing with client needs
- Surpassing client expectations
- Demonstrating a high level of integrity
- Exhibiting compassion and commitment
- Advocating for social justice
- Taking pride in individual work as well as that of the team
- Continually learning to stay current with industry standards, best practices and technology

As a Sea Mar employee, the individual in this position commits to adherence to these values to their utmost ability and endeavors to strengthen and embody this mission daily.

Main duties and responsibilities include:

- Provide high level expertise in management, operation and compliance of housing programs.
- Supervise housing staff including, but not limited to, property managers and housing maintenance managers.
- Develop and maintain a thorough understanding of contracts with funders, complete and accurate and timely reports to funders and ensure compliance with funder agreements.
- Develop and maintain housing policies and procedures in compliance with various housing regulatory requirements.
- Ensure consistent execution of housing policies and procedures across Sea Mar's housing sites.
- Monitor changes in LIHTC, HUD, and USDA regulations and requirements and implements changes as necessary.
- Work with property managers to ensure all tenant files of all applicable properties are maintained in compliance with regulations.
- Ensure property managers are compliant with annual and interim certifications, unit transfers, and notifications.
- Prepare monthly, quarterly and annual reports for tax credit syndicators and funding sources.
- Participate in LIHTC/HUD/USDA reviews by outside entities. Coordinates responses to ensure thorough, professional and accurate responses are submitted by stated deadlines.
- Perform internal audits of tenant files.
- Possess knowledge of the Federal Fair Housing Act, Section 504 of the Rehabilitation Act, and the Americans with Disabilities Act. Annual training in these areas is required. Serve as designee to coordinate Section 504 requirements for Sea Mar's housing programs.
- Assist in planning and development of new Sea Mar housing projects.
- Write and coordinate funding applications and reports, including, but not limited to, tax credit programs and WA Department of Commerce Housing Trust Fund.
- Communicate and work collaboratively with various internal departments to effectively execute tasks.
- Attends trainings as required.
- Remain current with all Agency required compliance documents and trainings.
- Represent Sea Mar in a professional demeanor at all times.
- Develop and manage special projects as assigned.

### **Qualifications**

This position requires a working knowledge of LIHTC programs, and other affordable housing programs in addition to excellent communication and interpersonal skills. Knowledge of Real Page, MINC, Boston Post software or similar systems is highly preferred. The successful candidate will make smart and timely decisions in collaboration with guidance from Administration, and be highly self-motivated with a strong sense of initiative and collaborative work style. The individual in this position should possess strong organizational skills. Must be able to set priorities and multi-task with a strong attention to detail. Strong computer literacy skills are essential to this position. Excellent verbal and written communication skills are required. Bilingual English and Spanish is highly preferred. Experience and/or education in working with vulnerable populations or people with disabilities is a plus. Must possess the ability to exercise quick and accurate judgement, maintain confidentiality, and demonstrate effective conflict resolution and customer service skills. This position is expected to collaborate with leadership to ensure tasks and projects are implemented in line with organizational strategies.

### **Education, Certificates, Licenses and Registrations**

- Bachelor’s degree and a minimum of three years relevant experience required. Eight years relevant housing experience is acceptable if the candidate does not hold a bachelor’s degree.
- Certified Occupancy Specialist Certification required within six months of start date.

### **Medical Screening Requirements**

- Pre-hire and annual employee health screening required.
- Annual influenza vaccine required. Only exception is for employees with a medical or religious exemption approved by Administration. Employees with an approved medical or religious exemption must wear a mask at all times during the flu season.
- Fully vaccinated for COVID-19 required. Only exception is for employees with a medical or religious exemption approved by Administration. Employees with an approved medical or religious exemption must wear a mask at all times and are subject to weekly COVID-19 testing.

### **Work Environment**

The position operates in a professional work environment. This role routinely uses standard office equipment such as computers, phones, copiers, filing cabinets and fax machines. This position works in-person out of Sea Mar’s central Administrative offices located in south Seattle. The standard schedule is Monday to Friday, 8am to 5pm, however some evening and weekend hours may be expected. Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected.

### **Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to stand, walk, use hands to finger, handle or feel, and reach with hands and arms. The position requires long periods of time working at a computer.

### **Supervision**

The Vice President of Housing Services supervises housing department employees including, but not limited to, property managers and housing maintenance managers. This position is considered a member of Sea Mar’s management team. The Vice President of Housing Services has authority to provide work direction to housing staff, hold staff accountable, and provide feedback on performance. As Sea Mar’s housing program grows, there may be positions added in the future that this position may supervise.

### **Acknowledgement**

I have read and understand my job description as noted above.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Employee Name (Printed)

\_\_\_\_\_  
Supervisor Name (Printed)

“To apply, please send cover letter and resume via the application portal or email to [kristinahoeschen@seamarchc.org](mailto:kristinahoeschen@seamarchc.org) to the attention of Kristina Hoeschen, Senior VP Supportive Services/Chief Compliance Officer.”

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Date Signed

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Date Signed

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<b>Date Reviewed: 02/28/2024</b>
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<b>Job Description Approved by Administration (Date): 02/28/2024</b>
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*Union Approval, if applicable*

<b>Job Description Sent to Union for Approval (Date): NA</b>
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<b>Job Description Approved by Union (Date): NA</b>
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