



About Affirmed Housing

Headquartered in San Diego for 30 years, Affirmed Housing is dedicated to improving and sustaining residential life for Californians through the development of affordable housing. The company aims to enhance communities and our environment by building and operating vibrant, professionally-managed, eco-friendly, affordable multifamily housing. Affirmed guides its award winning projects through site selection, design and permitting, financing, construction, and operations by leveraging its extensive knowledge of public and private investment, including low-income housing tax credit and tax-exempt bond financing. The company has sourced nearly \$3 billion for affordable and supportive housing developments throughout the state, with over 5,000 homes produced in 73 apartment communities. For more information, visit www.affirmedhousing.com.

Job Summary

The Supportive Housing Specialist fills a critical leadership role within the asset management department at Affirmed Housing. The Supportive Housing Specialist will report to the Vice President of Asset Management and work alongside four other department members in the San Diego office. The position focuses on empowering property management and service provider teams as they collaborate to provide safe, healing home environments and enable resident success, while supporting the values of Affirmed's project stakeholders.

Key tasks and responsibilities of the Supportive Housing Specialist include enacting strategies that improve property management and service provider communication and cooperation; overseeing the lease up activities of supportive housing communities within the portfolio; and monitoring performance outcomes to maintain strong relationships with partners.

Core Responsibilities and Duties:

- Actively engage and nurture relationships with supportive housing providers across the state to promote operational success and encourage growth and new opportunities
- Establish protocols, lead efforts, manage housing teams on lease up of supportive housing communities
- Participate in funding applications related to services sections
- Provide ongoing input of design standards and review of supportive housing communities in the development pipeline
- Coordinate with internal departments to shape future communities, including funding application support and input related to operational feasibility
- Make site visits to supportive housing communities to meet with housing teams (property management and supportive service partners) for mutual accountability and encouragement
- Assist with community outreach to promote understanding and support of project housing and programs
- Coordinate teambuilding and ensure fluid collaboration amongst housing team members
- Conduct annual trainings of best practices for supportive housing including 4-Step Housing Retention Process
- Compile data and create an annual report for internal and external distribution
- Advise and support Affirmed asset managers to ensure operational stability of operating properties and address concerns related to vacancies, unit damages, risk reduction
- Provide advice for selecting property management and service provider teams for new communities in the pipeline



Ideal Candidate:

- Experience working with underserved populations, especially individuals experiencing homelessness
- Experience in direct supportive services or permanent supportive housing
- Experience in building community amongst multiple stakeholders and partners
- Understanding of Fair Housing
- Working knowledge of how supportive housing operates in San Diego, Los Angeles, and the Bay area
- Attention to detail and experience in grant writing or review of service agreement contracts
- Understanding of subsidies and various voucher types including Rapid Rehousing Vouchers and Project Based Vouchers

Position Competencies:

- At least two years of leadership experience
- Ability to draft agreements; review contracts and legal documents; provide recommendations and guidance for approvals
- Understanding of the Coordinated Entry System
- Understanding of Housing First principles
- Ability to manage multiple teams and build collaboration
- Located in San Diego
- Able to travel occasionally to meet partners and visit properties throughout California
- Well-versed in working with city and county representatives, government officials, and a diverse array of partners and stakeholders

Physical Requirements:

- Prolonged periods of time at a desk and a computer
- Must be able to ascend and descend flights of stairs for property inspections

Please submit your resume for consideration to jonathan@affirmedhousing.com