



## Program Manager

**Title:** Program Manager

**Salary:** \$85,000 to \$95,000 annually

**Location:** Santa Clara County, CA

**Job Classification:** Full time, Permanent, Exempt position

**Reports To:** Executive Director

### **ABOUT SV@HOME**

SV@Home is a nonprofit organization in Santa Clara County whose vision is a diverse and equitable Silicon Valley where everyone has access to a safe, stable, and affordable home. As a result, the SV@Home team commits each day to driving the creation of affordable housing for a more vibrant and equitable Silicon Valley. SV@Home's approach focuses on policy, advocacy, education, and messaging to build the political and community will to support policies, programs, land use, and funding that will increase affordable housing opportunities for Santa Clara County residents. SV@Home is looking for a Program Manager to join our team of dedicated staff and board to further the organization's mission.

Five guiding principles represent the values and purpose that SV@Home seeks to infuse in its work:

- Housing is a human right
- Diversity makes us stronger
- Centering equity and inclusion in our work is key
- Housing policy is not just about housing
- Working together in partnership is more impactful

In this work, our success is dependent on building a team that includes people from different backgrounds and experiences who can challenge each other's assumptions with fresh perspectives. To that end, we look for a diverse pool of applicants, including those from historically marginalized groups. We acknowledge the historical and current impacts of racism in housing access and affordability and commit to a framework that seeks diversity, equity, inclusion, and liberation. The role is based in Santa Clara County, and we have transitioned to a hybrid model, providing access to the Downtown San Jose office.

### **ABOUT THE POSITION**

SV@Home is seeking a passionate, detail-oriented, and social-justice focused candidate to support our affordable housing policy work. The Program Manager will be responsible for the



development and implementation of local programs that strengthen and grow SV@Home's network of community members, industry professionals, and policy-makers. This position will manage all aspects of program delivery, including planning, activities, outcomes, and evaluation. This position also participates in fund development by strategizing around opportunities, presenting to funders, and drafting funding proposals in partnership with the Director of Development. They are a visionary leader with the ability to work independently and manage complex priorities. This is a Full-Time, Permanent, Exempt position that reports to the Executive Director.

### **KEY DUTIES AND RESPONSIBILITIES**

The Program Director will be responsible for the following activities:

#### **Program Development & Implementation (Approximately 50% of the role)**

- Lead and collaborate on efforts in coalition building, leadership development, and increasing community-based nonprofit resiliency, while integrating racial and economic justice goals in all aspects of the work.
- Organizing, developing, participating in, and conducting trainings, webinars, and facilitated-discussions to build awareness and knowledge related to affordable housing policy.
- Create and deliver in-person and virtual training and webinars along with written resources.
- Facilitate convenings and stakeholder meetings that bring different kinds of people together to work towards powerful solutions and achieve greater local collective impact.
- Oversee and coach interns/fellows and other staff responsible for providing direct support to interns/fellows.

#### **Relationship Management (Approximately 30% of the role)**

- Establish and maintain high quality relationships with community-based organizations, government agencies, and private sector partners to promote collaboration, solve problems, and identify resources for affordable housing.
- Support the housing advocacy community by providing information, support, and collective feedback on housing policies.
- Represent SV@Home in local and regional conversations around housing policies and strategies.



### **Organizational Development & Strategy (Approximately 20% of the role)**

- Establishing the strategic direction of the programming of the organization in collaboration with other senior leaders and leading efforts to implement the organization's strategic plan.
- Building out organizational capacity and infrastructure that facilitates growth and connection within SV@Home's network.
- Developing compelling data, infographics, fact sheets, new articles, blogs and other educational materials to reach a variety of audiences.
- Writing and editing for external facing and internal SV@Home communications.
- Contributing to a work environment and culture that is centered on equity and inclusion.

### **EXPERIENCE AND QUALIFICATIONS**

A competitive candidate will have the following experience, knowledge, and attributes...

- A demonstrated commitment to affordable housing, social justice, and/or equity work.
- Five (5) years of relevant work, volunteer, academic, and/or lived experience in affordable housing, public policy, poverty, and/or social justice with a Diversity, Equity, Inclusion, and Liberation framework.
- Excellent communication (written and verbal) and interpersonal skills.
- Demonstrated ability to work cooperatively with others, both within the organization and in the community.
- Experience working with a broad array of constituency groups such as policy makers and community advocates.
- Demonstrated management and leadership experience with a commitment to the development and growth of direct reports.
- Experience with Microsoft Outlook, Word, and Excel and ability to seek out and learn new technologies.
- Excellent communication skills (written and verbal).
- Must possess a proactive and collaborative approach to work.
- Must have the ability to work well under minimal supervision, problem-solve, and handle competing priorities in a fast-paced environment.
- Experience in affordable housing is a plus.
- Ability to work with a high degree of emotional intelligence, navigating individual and team conflicts productively, with empathy and integrity while contributing constructively to overall organizational advancement and culture.



### **COMPENSATION AND BENEFITS PACKAGE**

We offer a competitive benefits package that includes...

- Full medical, dental, vision, and life insurance for employees
- 15 days of Vacation and 12 days of sick time per year
- 11 office holidays plus a holiday office closure from December 25th through January 1st
- SIMPLE IRA retirement plan with a 3% employer match
- Monthly cell phone and parking or public transportation reimbursement

Applications will be accepted through February 3, 2023, and our target hire date is March 6, 2023. Interested applicants should email a cover letter, writing sample, and resume to [jobs@siliconvalleyathome.org](mailto:jobs@siliconvalleyathome.org). Please indicate "Program Manager" in the subject line of your email. Thank you for your interest and we look forward to hearing from you.

### **DO YOU THINK THIS MIGHT BE YOU?**

**If you see yourself in this job description but don't feel like you meet every single criteria, we encourage you to apply anyway! Research shows that individuals from historically marginalized groups tend to self-select out of opportunities at higher rates. We take a holistic approach to all of our hiring practices and want to hire those who best align with our mission and goals.**

SV@Home is committed to providing our staff with a safe work environment and supporting collective health. As such, SV@Home requires confidential proof of completed COVID-19 vaccination, including eligible booster(s) for all employees (with the exception of reasonable accommodations due to medical or religious beliefs).

*SV@Home is an equal opportunity employer to all regardless of race, color, national origin, ancestry, sex, marital status, disability, religious or political affiliation, actual or perceived gender identity, age or sexual orientation.*