

WANTED: A versatile Director of Housing at ACT!

WHY WORK AT AIDS CONNECTICUT?

At AIDS Connecticut, we work with our member agencies to improve the lives of people impacted by HIV/AIDS through care and supportive services, housing assistance, advocacy, trainings, and prevention. We are a non-profit organization that is passionate about our work and strive to lead through innovation, make measurable progress, collaborate for greater impact, and respect the choices of our clients.

WHAT WILL YOU DO AS DIRECTOR OF HOUSING?

You will do a lot! Most importantly you will ensure the efficient and effective delivery of ACT's housing services. These services include Rapid Rehousing financial assistance, Housing Support rep-payee, quality assurance reviews. While overseeing these programs you will ensure contract compliance, conduct continuous quality improvement reviews, analyze monthly financial dashboards and produce reports.

But wait, there's more! You will also represent ACT at local and statewide coordination meetings, assist with programmatic audits on AIDS housing programs throughout CT, and manage all correspondence with housing program funders.

To further exercise your analytical skills, you will participate in financial forecasting, policy and procedure development and identify program challenges and opportunities. Furthermore, on ACT's senior management team you will help lead the agency into the future!

YOU MAY BE A GOOD FIT IF YOU:

- Believe in our mission and core values
- Are excited by the job duties
- Have a BA/BS in Public Health or related field (Master's Degree preferred), or work experience equivalent
- Proven history of providing HIV/AIDS and/or homeless programmatic services.
- Strong proficiency in Excel, budgeting/financial forecasting, and financial/programmatic reporting.
- Strong computer skills, including proficiency in the Microsoft Office Suite, and the ability to manage multiple spreadsheets.
- Are comfortable working in a sex positive environment where HIV/STIs, sexual behavior and prophylaxis are routinely discussed
- Have a non-judgmental attitude when working with people of diverse backgrounds and viewpoints
- Are able to anticipate needs, solve problems and be resourceful
- Are creative, flexible, and able to work as part of a team
- Enjoy working in a fast paced environment
- Are organized and able to manage your time independently



AIDS Connecticut

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BONUS POINTS IF YOU HAVE:

- Knowledge of HIV/AIDS, Ryan White and DOH funding standards of care and entitlement system
- Experience in the development and implementation of interagency collaborative efforts
- A personal connection to AIDS Connecticut

WHAT WE OFFER FULL-TIME (35 hours per week) EMPLOYEES:

- Dedicated, diverse, and friendly co-workers
- 12 agency holidays
- Generous paid time off
- Agency-subsidized medical, dental, and vision coverage and 100% paid short-term/long-term/life insurance
- 403(b) retirement plan with employer match of 50% up to 3% of pay
- Free off-street parking

SOUND LIKE A GOOD FIT?

If so, please send your **thoughtful cover letter**, resume, and pay requirements to -- with "Director of Housing" in the subject line. Resumes received without a compelling personalized cover letter will not be considered. Candidates will be considered on a rolling basis until the position is filled. This is an exempt position. Due to the anticipated volume of responses, we will contact only those top candidates who most closely match our requirements.

AIDS Connecticut, Inc. celebrates diversity and inclusion and is an Equal Employment Opportunity/Affirmative Action employer.