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| **Position Title:** | Strategic Initiatives and Policies Manager | **Department:** | Asset Management |
| **Reports to:** | Director of Asset Management | **Approved By:** |  |
| **FLSA Status:** | Exempt | **Approved Date:** |  |

**Summary**

The primary purpose of this position is to ensure support of FWHA’s strategic plan through policies and practices that comply with relevant local, state, federal, and HUD regulations and MTW guidelines. The incumbent will be responsible for recommending, developing, implementing and communicating policy and procedural changes in support of the regulations, and training leadership and employees on the changes.

All activities must support the Fort Wayne Housing Authority (“FWHA” or “Authority”) mission, strategic goals, and objectives.

**Essential Duties and Responsibilities**

*The position duties and responsibilities listed below describe the general nature and scope of work. Other responsibilities, duties, and skills may be required and assigned, as needed.*

* Researches and analyzes new local, state, and federal housing program regulations; works with staff in the development and implementation of proposed Authority policies and programs; recommends and initiates changes needed in Authority’s policies, procedures, or work plans, and implements changes in existing local, state and federal programs, and prepares and makes presentations to the Leadership team and the Board of Commissioners.
* Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned functions and programs; recommends and administers policies and procedures.
* Develops Authority policies for responding to and addressing issues with arise related to governmental and interagency relations and legislative issues.
* Creates training materials and presentations to support the education of all staff on rules and regulations and the changes that come when necessary; has the ability to influence and inspire colleagues through confidence in the knowledge that’s been acquired, and well-planned execution of ideas.
* Prepares correspondence for the entire organization in a clear manner to ensure staff can easily comprehend changes to current policies and procedures.
* Ability to work independently with initiative to manage assigned projects; utilizes creativity to plan and execute projects; conducts complex research projects, evaluates alternatives and prepares effective reports.
* Responsible for creation of curriculum design, development and implementation to support policy and procedural changes.
* Develops and designs evaluation process for tracking effectiveness of training.
* Participates in the MTW (Moving to Work) efforts by staying up to date on regulations under MTW, tracking MTW-related issues and reviewing notices and proposed rules, and making policy recommendations for FWHA to support that information.
* Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of housing programs and other areas related to the organization.
* Prepares clear and concise reports, correspondence, policies, procedures, and other written materials.
* Conduct effective negotiations and effectively represent the Authority and the assigned division in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
* Serves as a liaison for the department with other Authority departments, divisions, and outside agencies, attends meetings in various locations, participates in community events and workshops that provide public information regarding programs, projects, and services.
* Explains and interprets programs, policies, and activities to other Authority departments, elected officials, and outside agencies.
* Utilizes knowledge of laws and regulations to create strategic initiatives that will assist FWHA in their overall mission and objectives.
* Dedicated to working directly with a diverse population.
* Ability to cultivate and develop inclusive and equitable working relationships with employees, clients, and community members.
* Supports and enhances a sense of belonging with staff, client, and community member interactions.
* Works toward equity and our organization’s commitment to diversity, equity, inclusion and belonging.
* Performs other duties as assigned.

**Behavioral Competencies**

*This position requires the incumbent to exhibit the following behavioral skills:*

*Leadership*: Leads activities associated with the function.

*Professional Behavior*: Exhibits positive, polite, courteous, honest, and conscientious behavior with all internal/external clients at all levels of the organization. Accepts responsibility for actions and adjusts behavior as appropriate.

*Initiative*: Proactively seeks solutions to resolve unexpected challenges. Actively assists others without formal/informal direction. Possesses the capacity to learn and actively seeks developmental feedback. Operates from a learning/growth mindset and actively seeks developmental feedback. Successfully applies feedback from internal and external stakeholders for continued personal and professional growth and the good of the Authority.

*Commitment*: Sets high standards of performance; pursues professional goals and works smart to achieve them; strives for results and success; motivates self and others for results and success; conveys a sense of urgency and brings issues to closure; and persists despite obstacles and opposition with determination and diplomacy.

*Responsiveness and Accountability*: Demonstrates a high level of conscientiousness and professional integrity; holds oneself personally responsible for one's own work; and does fair share of work and contributes to the overall success of the organization.

*Reliability & Judgment*: Incumbent demonstrates sound reasoning and critical thinking by making decisions in line with established Agency expectations. Performs work in a reliable manner that is both accurate and timely, balancing multiple projects and competing priorities effectively.

*Teamwork*: Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and receives feedback appropriately; contributes to building a positive team spirit; puts success of team above own interests; supports everyone's efforts to succeed.

*Safety Awareness*: Employee is cognizant of their surroundings. Follows proper safety procedures and considers the safety of self and others. Identifies, communicates, and assists in the correction of any safety concerns where appropriate.

**Education and/or Experience**

* Bachelor’s degree: Social services, behavioral sciences, public administration or related field from an accredited college or university
* Minimum of 5 years of progressively responsible experience in public administration, research and analysis of complex housing policy issues; writing program-related policies and procedures; compiling and analyzing complex data sets; drafting reports clearly explaining policy-driven issues and making recommendations regarding how to address those issues; facilitating meetings and conducting presentations as well as programmatic responsibility.
* An equivalent combination of education and experience may be considered.
* Must possess a valid state issued driver’s license and be insurable under FWHA’s policies.
* Within the first 18 months must attain HCVP Executive Management and other assigned leadership or management courses that are industry related.
* Preferred requirements:
	+ Master’s Degree preferred.

**Technical Skills**

* To perform this job successfully, the employee should have strong computer skills (MS Word, Excel, and Outlook).
* Familiarity with Yardi is desirable. Must have the ability to learn other computer software programs as required by assigned tasks.

**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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* To perform this job successfully, the employee is frequently required to remain in a stationary position.
* Daily movements include sitting; standing; operating computers and other office equipment; moving about the office; reaching and bending to retrieve and replace files; and attending onsite meetings.
* The employee must be able to communicate via email and verbally via telephone.
* The employee must occasionally transport up to 25 pounds.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* Office environment. The noise level in the work environment is usually moderate.

***Disclaimer:*** *This job description is not intended to be all-inclusive; an employee will also perform other reasonably related job responsibilities as assigned by immediate supervisor and other management as required. FWHA reserves the right to revise or change job duties as the need arises. This job description does not constitute a written or implied contract of employment. Management reserves the right to change job descriptions, job duties, functions, and requirements.*

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**Employee Signature Date**

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**Employee Name [printed]**

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**Supervisor Signature Date**

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**Supervisor Name [printed]**