



Regional Program Manager Job Description

SDHP is accepting applications for the position of Regional Program Manager. The position reports to the Executive Director and is a full-time, salaried, exempt position. Applications will be accepted on a rolling basis until the position is filled. The position is based out of Allegheny and the surrounding Counties in the western part of the Commonwealth, and it is tele-work eligible.

Job Description

The Regional Program Manager is responsible for provision of day-to-day visionary leadership and oversight for one of SDHP's regional territories, and the day-to-day supervision of a team of Regional Housing Coordinators (RHC). The Regional Program Manager is also responsible for conducting relevant trainings, seminars, webinars, on an array of affordable and accessible housing topics in his/her regional territory.

This position requires frequent overnight travel on behalf of SDHP.

Individuals with disabilities, veterans, members of other underrepresented groups are encouraged to apply. Reasonable accommodations will be provided to allow qualified individuals with disabilities to perform the essential duties of the position.

We offer a generous and competitive benefits package to all SDHP employees, including health, dental, and life insurance benefits, generous paid time off policy, flexible work schedule, and opportunities for professional growth.

Required Education and Experience

- Bachelors' degree required; Master's degree preferred.
- Three plus years' experience supervising the work of professional staff.
- Experience working with people with disabilities (highly preferred).
- Experience in accessible housing or related field (highly preferred).
- Familiarity working with CRM technology (a plus).

General Responsibilities of the position

- Lead, manage, mentor, and supervise a team of RHCs and interns across multiple counties.
- Lead, supervise, coordinate, and actively participate on one or more internal project work teams, as directed.
- Conduct weekly staff meetings with RHCs, quarterly or semi-annual training meetings, bi-weekly individual supervision meetings and consistent electronic and telephonic communication with direct reports.
- Provide training and ongoing support for newly hired RHCs.
- Organize development opportunities for regional team to come together for shared learning.



- Interface with local housing officials, representatives of social service providers, local housing entities, landlords and property managers, Commonwealth Agency Executives, and donors to generate awareness and promote affordable, accessible, and integrated housing opportunities for individuals with disabilities.
- Conduct proactive outreach to organizations serving individuals with disabilities and older adults to generate awareness and promote affordable, accessible, and integrated housing opportunities for individuals with disabilities and older adults.
- Attend relevant local and regional housing meetings, conferences, and seminars as necessary on behalf of the organization, as necessary.
- Represent the organization on relevant external committees, as directed.
- Develop expertise in the laws and regulations related to fair housing, tenants' reasonable accommodation, accessible home modification, the 811 Program, and others.
- Proactively develop actionable regional plans to assist housing providers to market available properties to individuals with disabilities and older adults.
- Conduct an array of accessible housing trainings and educational seminars across multiple counties, as directed.
- Develop regional action plans, strategies, and approaches to generate awareness and promote affordable, accessible, and integrated housing opportunities for individuals with disabilities and older adults.
- Ensure that the organization's trainings, educational seminars, webinars, are scheduled appropriately, and that program materials and agency databases are kept up to date at all time.
- Collaboratively develop processes to evaluate the quality of all training and educational offerings.
- Collaborate with other Regional Program Managers to implement regional processes, practices and infrastructure to improve the quality and effectiveness of the organization's programs.
- Collaborate with other Regional Program Managers to identify program priorities, key performance outcomes and make well-supported recommendations to the Executive director.
- Approve staff travel requests and other business expenses, within budgetary guidelines.
- Generate cogent weekly and monthly reports using available office software technology.
- Perform other duties as assigned.

Required Skills and Abilities

- Proficient in the use of Microsoft Office and related products, Adobe Pro, and Windows PC
- Working knowledge of Google G-Suite technologies, including google calendar
- Strong oral and written presentation skills
- Ability to use and interact with electronic information management systems
- Ability to manage the activities of a team
- Ability to think strategically and critically about an array of complex issues
- Ability to work independently and effectively with minimal supervision
- Ability to learn from others



- Ability to delegate work effectively
- Ability to interact constructively with individuals of opposing viewpoints
- Ability to plan and manage multiple projects and priorities simultaneously
- Proactive, punctual, and excellent work ethic

Interested applicants, please submit a resume, cover letter, and a writing sample of no more than five pages to employment@sdhp.org, with the following in the subject line: SDHP2019RHM. NO calls to the office, please.

Organization Background

SDHP is a state-wide organization with more than 24 years' experience leading an array of accessible housing initiatives in the Commonwealth of Pennsylvania. Since our formation in 1994, we have continuously been motivated by our mission to promote self-determination in housing for low-income individuals with disabilities and older adults. We have been promoting self-determination and control in the field of accessible housing by providing outreach to relevant social service organizations, conducting fair housing education and trainings across multiple counties, performing home modifications on behalf of low-income individuals with disabilities, and providing educational programming to arm consumers with disabilities with the knowledge to become more informed home owners and renters.

We have successfully affected public policy in the housing sector through sustained system advocacy for close to two decades. Through our Regional Housing Coordinator and our Fair Housing Education initiatives, since 2004, we have proactively been connecting state and county government services, social service providers, housing providers, financial and lending institutions, and providing them with technical assistance and trainings to generate real-time awareness regarding the housing needs of low-income individuals with disabilities in the Commonwealth.

Equal Opportunity Employer

SDHP is proud to be an equal opportunity workplace. We openly celebrate a diverse workforce. We do not tolerate discrimination and Harassment of any kind. We hire, promote, discipline, or discharge personnel solely based on business needs, merit, and individual qualifications, without regard to race, national origin, religion, gender, age, sexual orientation, veteran status, physical or mental disability or other basis protected by law.