



United Tenants of Albany

A Better Place to Live

DEPUTY DIRECTOR

FULL-TIME

United Tenants of Albany (UTA) is seeking a Deputy Director in Albany, NY. This full-time position is available immediately.

About UTA: UTA is a community-based nonprofit organization created in 1973 to improve tenants' rights for housing security and equity. UTA assists thousands of tenants annually, and seeks to further empower community residents through a grassroots campaign to promote policies, actions, and the political will to ensure that decent affordable housing is available and accessible to all.

About the Position

The Deputy Director will assist the Executive Director (ED) to ensure the smooth day-to-day running, coordination, and supervision of UTA staff and program operations. Specific duties include:

Role Description

In collaboration with the Executive Director, the Deputy Director:

- **Operations and Programming**
 - Supports the ED in departmental planning and monitoring progress.
 - Serves on the UTA Leadership Team and collaborates across programs to improve the agency's effectiveness in serving tenants facing housing instability.
 - Ensures the needs of the most vulnerable populations served are met.
 - Assists the ED in creating a positive, supportive, and compassionate culture and environment for consumers, staff, and volunteers.
 - Outreaches, liaisons, and collaborates with community-based human services agencies and providers to increase and strengthen supportive services for consumers.
 - Works collaboratively with internal departments in the development, implementation, and adherence of policies and procedures.
 - Assists ED and Executive Assistant with development of program budgets; approves agency billing, voucher requests, time sheets, and expense reports. Authorized check signer.
 - Assists in writing and preparation of proposals and grant applications.
 - Provides leadership in the absence of the ED.

- **Staff Development, Management, and Support:**
 - Provides direct supervision of the Homeless Prevention Program staff
 - Works with the ED to establish and monitor Memorandum of Understanding (MOU) agreements and/or working relationships with the Albany Housing Authority, DSS, and Albany City Court
 - Monitors relationships with CARES and Legal Aid Society of Northeastern NY
 - Shares responsibility for recruitment, hiring, training, evaluation, and discipline of assigned staff.
 - Oversees proper implementation and adherence of policies and procedures of assigned program, and works with the ED to make policy and operational improvements as needed.
 - Ensures timely, accurate, and quality narrative and outcomes reporting compliance with funding sources.

UTA is an Equal Employment Opportunity employer and actively recruits people of color, women, individuals with disabilities and members of the LGBTQ community.

For more information, see www.utalbany.org



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- Approves homeless prevention voucher requests for emergency financial assistance.
- Ensures staff utilization of electronic database and conducts oversight to ensure data integrity and quality reporting.
- Works with IT liaison and cell phone contractor to provide all staff with appropriate cell phones, tablets, desktop access and other tech support as needed.
- Responsible for UTA hotline system and IT needs of office.
- **Facility**
 - Monitors safety and security of staff and facility; oversees and responds to building alarm triggers or needs for building access.
 - Coordinates facility maintenance to ensure daily upkeep. Disperse and collect main office keys.
 - Responds to emergencies in a fast paced, crisis-oriented environment.
- **Other**
 - May serve as Consumer Advocate and Grievance Officer.
 - Able to operate independently, and use sound judgement and discretion to make decisions affecting programs and staff in accordance with UTA policies and procedures.
 - Works in a confidential capacity.
 - Participates in assigned committees and meetings with the Board of Directors as assigned.
 - Performs other duties as assigned and acquire certifications as necessary.

Reporting, Qualifications, Trainings

The Deputy Director reports to the Executive Director. Staff within Homeless Prevention Program report to the Deputy Director. The Deputy Director must hold a relevant Bachelor's Degree and over four years' work experience in the non-profit, human services field or a Master's Degree and two years' work experience. Relevant Associate's Degree with over six years' work experience may be considered. The Deputy Director will attend trainings and workshops that support their professional development.

Competencies

Must have personal integrity and transparency, serving as a role model for others. Strong conflict resolution and teambuilding skills are crucial. Must have enthusiasm and willingness to champion and educate others regarding UTA's values. Strong organizational and management skills and an avid problem solver. Must have prior experience with staff management AND with preparing grant proposals. Effective in motivating staff to deliver quality results on time. Keen appreciation of quality and standards with ability to take responsibility for delivering quality results despite challenges. Strong analytical and conceptual skills within the ability to see the big picture as well as micro issues. Excellent writing skills with the ability to synthesize, understand, and communicate complex issues effectively and in a timely fashion. Strong computer skills including Microsoft Office, Homeless Management Information Systems (HMIS), and social media.

How to apply: Please send a **Cover Letter and Resume** directly to Librada@unitedtenantsalbany.org

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