

Position Title: REPS Housing Development Specialist (REPS: Real Estate Professionals in the Solution)

Job Classification: Full-time, Exempt

Reports to: Assistant Director of Programs

Schedule: Varies; may include evenings and weekends.

Position Summary: On behalf of domestic violence survivors and their families, this position is a new to the agency and will help CORA to support its clients in becoming self-sufficient. This position achieves this by identifying and stewarding housing providers (e.g., landlords, property owners) who will provide rental units at a discount for CORA clients. Housing Development functions will draw upon financial development and interpersonal engagement skills. In this capacity, this position will focus on engaging, developing, and growing current and potential housing providers and managing recognition events.

Primary Responsibilities:

- Identifies, cultivates, and solicits discounted rental units for CORA's clients by developing and maintaining relationships with landlords who have properties located in the San Francisco Bay Area.
- Negotiates and mediates issues that arise between landlords and CORA clients, coordinating with Family Advocate to ensure the highest level of trauma-informed client services.
- Regularly identifies and reaches out to potential partners for accessing new landlords.
- Seeks out opportunities to speak about program to community groups and local government.
- Supports engagement strategies and methods or activities to ensure community recognition of landlords participating in REPS, including stewardship.
- Participates in developing REPS outreach materials, case statements, and brochures.
- Builds working relationships and serves as liaison to service and faith based organizations, and real estate contacts to achieve REPS goals.
- Nurtures culture of support among REPS partners.
- Maintains database (Apricot) of properties for CORA staff to access for clients.
- Communicates with staff about newly added properties each week.
- Participates in case consultation with supportive housing team.
- Fields input from staff on efficacy of communications regarding property availability.
- Works with outside evaluator to develop rubric and metrics to report on to funder and community.
- Works with CORA program data analyst and assistant director of programs to develop tools to capture information about REPS participants, including tools that satisfy requirements set with evaluator.
- Leads team members in producing regularly scheduled REPS events.
- Daily input of outreach/engagement data.
- Works in collaboration with multidisciplinary team to prepare reports and prospect research materials.

Required Skills:

- Bachelor's degree (B.S. / B.A.)
- Experience working with survivors of domestic violence preferred, including completion of 40-hour domestic violence training. *Candidates who have not completed the training will be required to do so.*
- Strong interpersonal/human relations skills.
- Ability to develop and execute complex plans to increase the number of landlords/property owners who are willing to provide reduced price/reduced barrier housing for CORA clients.

- Ability to present results of work to large groups of stakeholders locally, regionally, statewide and nationally.
- Outstanding verbal, written, and e-mail communication skills that can articulate a compelling case for supporting CORA's clients and report on what worked, what didn't and what's promising with the REPS model of service.
- Excellent interpersonal skills and ability to interact diplomatically with diverse landlords, real estate professionals, and service/chamber of commerce groups.
- Marketing and presentation skills.
- Ability to interact with diplomacy and tact amid influential clients and diverse groups and maintain relationships with significant and influential individuals.
- Project management skills: manage multiple tasks simultaneously, problem solve, and work as part of a multidisciplinary team.
- Willingness and ability to work evenings and weekends.
- Willingness and ability to travel.
- Ability to integrate feedback and utilize supervision.
- Excellent interpersonal skills and ability to function as a part of a team and work in collaboration with outside agencies.
- Valid California driver's license, access to a car and insurance.
- Background check, including fingerprinting clearance from the Department of Justice; Demonstrate eligibility to work in the United States.
- Familiarity with community-based services in San Mateo County preferred.
- Proficiency in Microsoft Word and Excel required.
- Communicate effectively with community partners and respond to client concerns regarding service delivery.
- Attend supervision, departmental, agency staff meetings, and community meetings as assigned.
- Provide advocacy support and conduct community outreach as assigned by supervisor.
- Provide leadership as appropriate to contribute to the operation and growth of the agency.
- Other duties as assigned by supervisor.

Reports to: Assistant Director of Programs

Benefits/Compensation: This is a full time (37.5 hour workweek), exempt position. Salary range is \$49,000 to \$52,000 per year. CORA offers excellent health benefits (medical, dental, vision, chiropractic), generous time-off policies (including 3 weeks of vacation in 1st year plus 15 paid holidays plus sick time), LT disability, life insurance, and a matching retirement plan.

To Apply: Please email resume and cover letter to: jobs@corasupport.org.

CORA History and Overview

CORA has provided services to survivors of intimate partner abuse for over 40 years. Our programs include Crisis Intervention Services, including a 24-hour hotline, collaboration with law enforcement, emergency shelter options, and supportive counselling. Family Support Services provides mental health therapy, supportive/transitional housing for survivors and their children, and a children's program that provides supportive housing weekly art and literacy programs, and developmental support. CORA has robust legal services for survivors of domestic violence and provides educational workshops about the dynamics of domestic violence and healthy relationship skills.

CORA is strengths-based, collaborative, accessible, and client-centered. We believe everyone deserves to be treated with respect in their intimate relationships. We provide safety, support and healing to individuals who experience abuse in an intimate relationship and educate the community to break the cycle of domestic violence. Regardless of a survivor's race, class, gender, gender identity/expression, sexual orientation, or culture, we save lives and provide an opportunity to begin again.

CORA inspires work of the highest caliber by fostering staff engagement through transparency and inclusion in agency decisions wherever possible. We strive to ensure our policies and communications reflect an appreciation of the impact of social inequities, historical and current, and actively promote healthy relationships amongst staff by demonstrating mutual respect in all our communications.

CORA is proud to be an equal opportunity employer. We seek diversity with respect to race, color, age, sex, (including breastfeeding and medical conditions related to breastfeeding), religion (including religious dress or grooming practices), national origin, mental or physical disability, genetic characteristics and information, ancestry, marital status, family status, political belief, sexual orientation, gender (including gender identity and expression), medical condition, military, or veteran status or any other category or status protected by Federal, State or other applicable laws.

All applicants are welcome. Candidates who are bilingual, people of color, members of the LGBTQ community and/or survivors of domestic violence are strongly encouraged to apply. The position will remain open until filled.

No phone calls please.