



**POSITION:** Director – Economic Advancement (Housing & Emergency Basic Needs)

**DEPARTMENT:** Economic Advancement

**PAY RATE:** \$65,000

YWCA Greater Pittsburgh offers a generous and competitive benefits package including:

- Medical, dental and vision benefit options
- Paid life insurance
- 10 paid holidays
- Up to 26 days of paid time off (within first year of employment)
- Employee assistance program
- 403 B
- Professional development opportunities

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#### **JOB SUMMARY:**

The Director of Economic Advancement is responsible for leading the organization's strategy to mitigate economic insecurity for populations at the most significant risk of race and income disparity. Explicitly, the Director will help to build out the organization's efforts to increase economic stability for women, especially women of color, their families, and their communities. The director is responsible for developing the department's strategic direction, translating it for people across the organization, and assessing whether strategic initiatives align with the agency's strategic business plan.

The Director of Economic Advancement provides administration, oversight, implementation, and supervision for all Association housing and emergency basic needs programs and is responsible for various activities, including oversight of new program initiatives, community engagement, strategic management, budget, grant, and contract administration. The Director will create a mission-driven culture and develop a high-performing team committed to justice, equity, diversity, inclusion, continuous quality improvement, collaboration, and data-driven innovation. The Director of Economic Advancement collaborates with other departments to identify opportunities to grow revenue and support partner engagement. The Director reports to the Chief Program Officer.

**Interested individuals can submit a cover letter and resume at:**

<https://recruiting.paylocity.com/recruiting/jobs/All/88e5aa3f-3f08-4780-a497-77b5d386b97e/Young-Womens-Christian-Association-of-Pittsburgh>

## **ESSENTIAL JOB FUNCTIONS:**

### **Vision and Strategy**

- Develop a vision for the strategic direction of economic advancement and empowerment programs.
- Proactively identify strategic opportunities to diversify and grow programs based on program area trends and emerging client needs.
- Communicate the organization's economic advancement strategy internally and externally so that all employees and partners understand how it carries out the mission.

### **Team Development and Leadership**

- Facilitate the execution of the organization's economic advancement strategy by working collaboratively with executive and leadership team members.
- Provide education regarding the department's strategic initiatives, key performance indicators, and budget goals and outcomes.
- Supervise and support the growth of the department's team members.

### **Program Management and Innovation**

- Manage the implementation of economic advancement and empowerment strategic goals and objectives, evaluate overall performance against targets, and mitigate risks that may impact performance.
- Lead the development, collection, and use of metrics to drive quality improvement, change in operations, and service delivery.
- Create and manage an ecosystem for program expansion and new growth opportunities.
- Build a strong network of connections that can support collaboration and provide valuable feedback for innovation.
- Oversee client database(s), including HMIS, to collect, evaluate, and report relevant client information and data, ensuring excellent data quality in all programming.
- Represents programs in the community through meetings and speaking engagements, as necessary
- Participates in interviews by the Housing Mobility research partner and other research-related activities, as requested.

### **Financial Management and Compliance**

- Oversee all aspects of financial management for programs, including integrating the department and organization's strategic goals into the budgeting process, budget monitoring, and appraisal of the department's financial position.
- Create, implement, and manage an effective compliance program aligned with relevant regulations and program operating guidelines.
- Oversee preparation of reports for regulatory agencies and funders as necessary and required.
- Keeps abreast of federal law affecting housing programs, regulations, and directives issued by HUD & DHS and keeps records of such changes in written agency policy documents.

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**MINIMUM QUALIFICATIONS:**

- Bachelor's Degree (BS) with three (3) years relevant experience and at least one (1) year supervisory/management experience OR Master's Degree with one (2) year relevant experience and one (1) year supervisory experience. Knowledge of the Housing Choice Voucher program and experience in direct practice is preferred. Prior experience with a research evaluation is also desirable. This position requires progressive management and leadership experience to lead department programs and teams and manage multiple program budgets and regulatory compliance. Experience applying a diversity, equity, and inclusion lens to all people, processes, and program operations is an asset.
- Act 33/34 clearances, fingerprinting, and criminal background checks are also required.

**DESIRED SKILLS/KNOWLEDGE:**

Knowledge of:

- The role systemic racism plays in shaping communities.
- Housing programming for unhoused populations, rental assistance, and Housing Choice Voucher programming,
- Basic research methods, including randomization and informed consent procedures.
- Local, state, and/or federal safety net programs,.

Skills:

- Can synthesize the needs of various stakeholders and the resources at hand.
- Strong financial management experience, including budgeting, financial forecasting, and reporting.
- Writing formal and technical letters, reports, and procedures.
- Microsoft Office software, including Excel, Word, PowerPoint, Teams, SharePoint, and Outlook.
- Managing a small team delivering social services.
- Case management, including developing rapport, building motivation, and coaching participants to meet their goals.
- Excellent verbal, written, and presentation skills.

**ABOUT YWCA GREATER PITTSBURGH:**

Founded in 1867, YWCA Greater Pittsburgh is a member of a nationally recognized movement with a mission to eliminate racism, empower women, and promote peace, justice, freedom, and dignity for all. As a social justice organization, we have a deep commitment to tackling gender inequities and systemic racism; particularly in the places where these systems intersect. We provide direct services, empowerment programming, and advocacy to support individuals and families, especially women and girls of color. We strive to become a model nonprofit workplace for a diverse workforce, ensuring that all staff members are paid a living wage and offered competitive benefits, and meaningful opportunities for professional development and career advancement.

**MISSION IMPACT:**

YWCA Greater Pittsburgh employees are working tirelessly at promoting racial justice, reducing race and

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gender disparities, and deliberately addressing the challenges and celebrating the triumphs of living at the intersection of race and gender. As a Housing Manager with YWCA Greater Pittsburgh, you will have the opportunity to support and advance YWCA Greater Pittsburgh's mission by providing housing coordination, financial assistance, and resources to support marginalized individuals and families, especially women and girls of color, while working to challenge structural barriers to equity.

***Equal Employment Opportunity Policy:*** *YWCA Greater Pittsburgh will not discriminate against any applicant or employee on the basis of age, sex, sexual orientation, gender identification, gender expression, race, color, creed, ethnicity, origin, lineage or citizenship, genetic information, disability, marital status, military or veteran status or any other legally recognized protected basis under federal, state or local laws, regulations or ordinances. Applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.*

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**Interested individuals can apply at:**

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