OVERVIEW OF CDCLI

Community Development Corporation of Long Island (CDCLI) was founded in 1969 when government, business and civic leaders on Long Island came together to address the growing demand for affordable housing. That strong tri-sector support continues today.

CDCLI is a regional and national leader in affordable housing and community development, with high standards of performance and a desire to identify and implement creative ways to solve problems and empower residents in the community.

CDCLI is committed to making dreams of long-term economic stability come true. As a chartered member of NeighborWorks®, CDCLI is certified to meet a high standard of fiscal integrity and service performance to assist local residents in achieving their dreams.

With our mission to “invest in the housing and economic aspirations of individuals and families by providing solutions that foster and maintain vibrant, equitable, and sustainable communities,” CDCLI maintains steadfast in its commitment to its three pillars of focus:

(1) Community Development and Housing for All
(2) Economic Stability
(3) Advocacy

THE OPPORTUNITY

CDCLI is seeking a Vice President of Rental Assistance to join our dynamic, diverse and mission-driven team. As a local administrator for New York State’s Housing Choice Voucher program, CDCLI enables the most financially challenged households to rent or purchase safe, decent housing in the private housing market by providing rental and homeownership assistance. The program also aids senior citizens, displaced families and individuals with disabilities on fixed incomes. The program, which operates under regulations by the U.S. Department of Housing and Urban Development, provides Housing Choice Vouchers to eligible households that remain with the households as long as they remain eligible, even if the voucher holder changes residence.

CDCLI is proud to embrace New York State Housing Trust Fund Corporation’s vision to be among the most innovative and high performing public housing administrations in the nation, both in terms of regulatory compliance and highly accessible customer service.

The ideal candidate is committed to connecting vulnerable New York families and individuals with customer-centric team members who know their customers and understand their communities. Additionally, the individual is committed to and capable of utilizing all of the current tools available to ensure consistent and efficient service delivery; on-line applications, multi-media application platforms and online data systems.
The Vice President of Rental Assistance oversees a team of 35+ professionals and is a critical part of CDCLI’s leadership. With support from the Executive Management team, the Vice President of Rental Assistance is responsible for the planning, operations, coordinating and evaluating of the overall Rental Assistance portfolio. This includes the Housing Choice Voucher program, Veterans Affairs Supportive Housing program, project-based vouchers and the Mainstream Voucher program.

Additionally, the Vice President of Rental Assistance will work closely with other members of CDCLI’s leadership team to ensure the success of efforts such as: The Family Self-Sufficiency program, the Housing Choice Voucher homeownership program and resident services.

Finally, the Vice President of Rental Assistance will work to cultivate new partnerships with stakeholders across Nassau, Suffolk, Queens and Brooklyn counties to provide critical technical assistance and capacity building for other affordable housing developments.

Strong candidates will offer all of the requisite strategic and operational skills, as well as a collegial and engaging management and communications style, and the ability to lead and manage change with tact and diplomacy.

**RESPONSIBILITIES**

- Works in close collaboration with the CEO, CFO, and the Vice President of Development to ensure the achievement of Annual Plan goals and objectives. This includes updating and implementing: the communications strategy, quality control strategy and training strategy.
- Provides and cultivates strategic leadership to the team, ensuring overall success and operational excellence. This includes team assessment and providing training and development opportunities to ensure compliance with regulatory requirements, and to cultivate overall individual and team success
- Works collaboratively with government at all levels: local, State and Federal
- Interprets Federal, State and local laws, local codes, ordinances and regulations relating to the implementation of Section 8 Rental Assistance Program services
- Makes policy recommendations for overall Rental Assistance program operations and overall housing policy
- Utilizes an effective internal communication system to provide real-time updates and guidance pertaining to revisions in State and Federal regulations
- Cultivates and maintains relationships with key community stakeholders, such as: municipalities, property owners, property management companies and realtors
- Other responsibilities and duties as assigned

**QUALIFICATIONS**

- Commitment to the mission of CDCLI
- Familiarity with government programs, policies and procedures
- Experience in the community development and/or affordable housing environment
- Strong interpersonal skills with the capability to be an effective mentor and leader for staff
- Strong background in various technology platforms and client management software, such as Salesforce is a plus, but not required
- Knowledge and experience with strategic planning and tactical execution
• Customer service experience
• Strong judgment, reasoning abilities and decision-making skills
• General knowledge of methods used in negotiations, mediations and settlement of opposing viewpoints
• Ability to multi-task and delegate when necessary
• Ability to discuss complex issues
• Knowledge and understanding of the complex housing needs on Long Island preferred
• Excellent written and oral communication skills
• Excellent presentation and public speaking skills
• College Degree in an appropriate major and 8-10 years of senior level management experience in affordable housing or a related field is a plus, but not required
• An equivalent combination of education and experience will be considered
• Understanding of and commitment to respecting cultural diversity
• Bi-Lingual preferred

**HOW TO APPLY**

For consideration please [apply here](#) and send resume and cover letter.

*CDCLI is proud to be an equal opportunity organization. We celebrate it, we support it, and we thrive on it for the benefit of our employees, our consumers, and our community.*