



Director of Housing & Economic Empowerment

Reports to: Chief Program Officer

Original Date: November 2020

Status: Full Time – 40 hours

FLSA Status: Exempt

Department: Housing & Economic Empowerment

Revised Date: April 2026

Location: Stamford, CT

Travel Requirements: 30-50%

SUMMARY

The Director of Housing and Economic Empowerment Services provides strategic vision, executive leadership and oversight for all housing-related initiatives, including Rapid Rehousing (RRH), housing advocacy, and financial empowerment programs. This role is responsible for the high-level management of a multi-disciplinary team supporting survivors of domestic violence and human trafficking.

The Director ensures all program activities align with federal (HUD), state (DOH), and coalition (CCADV) requirements while championing a trauma-informed, "Housing First" approach. As a key member of the leadership team, the Director will oversee program growth, grant compliance, and regional system coordination while maintaining a direct connection to the work through a primary caseload and emergency coverage.

RESPONSIBILITIES

Executive Leadership & Strategic Oversight

- **Program Vision:** Lead the design, implementation, and evaluation of housing and economic empowerment programs to ensure high-impact outcomes in housing stability and income growth.
- **Compliance & Quality Assurance:** Act as the primary authority on HUD, DOH, and CCADV standards; ensure all staff activities meet or exceed grant requirements and state best practices.
- **Financial Oversight:** Oversee and approve all rental assistance payments, financial assistance documentation, and program budgets.
- **Financial Management:** Develop and monitor program budgets, approve expenditures, and manage reporting.

Direct Service & Operations Continuity

- **Direct Caseload:** Maintain a direct service caseload, providing high-level advocacy, safety planning, and housing stabilization for survivors.
- **Program Coverage:** Act as the primary point of contact and service provider in the absence of Housing Advocates, Economic Empowerment staff, or RRH Coordinator to ensure no disruption in survivor services.
- **Emergency Response:** Provide expert crisis intervention and support during program surges or high-risk cases.
- **Resident Safety and Support:** Oversee tenant-sustaining services, conflict resolution, crisis intervention, and eviction prevention efforts.

Staff Supervision & Professional Development

- **Team Management:** Provide direct supervision, coaching, and performance management for the Housing Coordinator, Housing Specialist, and Housing Advocates.
- **Case Consultation:** Facilitate weekly team meetings and provide expert case consultation on high-risk or complex cases, including advanced safety planning and risk assessment.
- **Training Leadership:** Lead the onboarding of new hires and ensure all team members maintain DV certification and complete required professional development hours.

Systems Coordination & Advocacy

- **Regional Representation:** Represent the agency at Coordinated Access Network (CAN) meetings, CCADV Housing leadership forums, and municipal task forces.
- **Relationship Management:** Cultivate and expand strategic partnerships with landlords, developers, housing authorities, and employment sectors across Stamford and Norwalk.

Documentation, Data & Reporting

- **Audit Readiness:** Ensure 100% accuracy in data entry (EmpowerDB database) for both personal caseload and the wider team to maintain confidential, audit-ready case files.
- **Grant Reporting:** Lead the preparation and submission of monthly, quarterly, and annual reports for internal leadership and external funders.

QUALIFICATIONS

- **Education:** Master's degree in Social Work, Human Services, Public Administration, or a related field strongly preferred; Bachelor's degree required.
- **Experience:** * Minimum 5–7 years of experience in housing advocacy, domestic violence services, or case management. Minimum 3 years of progressive supervisory and leadership experience.
- **Technical Knowledge:** Deep expertise in HUD/DOH housing programs, Rapid Rehousing standards, and the Coordinated Access Network (CAN).
- **Skills:** Exceptional communication, conflict resolution, and data management skills. Strong proficiency in HMIS database systems and report preparation. Ability to navigate complex government benefit and legal systems.
- **Knowledge:** Deep understanding of Housing First principles, harm reduction, fair housing laws, and landlord/tenant rights.

COMPENSATION

DVCC offers a supportive workplace culture. DVCC offers competitive compensation, excellent benefits, and a supportive workplace culture. The salary range for this position is \$75,000-\$80,000 per year. Benefits include health, dental, vision, HRA, (DVCC pays \$3,350 for individual/\$6,700 for family), a 403(b)-retirement plan with 6% employer match, employer paid \$10,000 life insurance, additional voluntary life insurance, long-term disability coverage, holidays and 15 days of paid time off. Professional development opportunities are also encouraged.

WORKING CONDITIONS

- Full-time position
- This is an in-person position
- Must maintain confidentiality and adhere to all DVCC and state/federal regulations.
- Ability to travel locally for meetings, trainings, and home visits if needed.
- Flexible schedule that may include occasional evenings or weekends based on program need.

- Commitment to confidentiality, ethical decision-making, and the mission and values of the agency.

EQUAL OPPORTUNITY EMPLOYER

DVCC is committed to creating a diverse, equitable, and inclusive environment. DVCC does not discriminate based on race, sex, color, religion, age, national origin, marital status, disability, veteran status, genetic information, sexual orientation, gender identity, or any other reason prohibited by law in provision of employment opportunities and benefits.

PHYSICAL DEMANDS

Physical Abilities	N/A	Occasionally	Frequently	Constantly
Standing			X	
Walking			X	
Sitting				X
Stoop, kneel, crouch, crawl, bend		X		
Handling/Fingering				X
Reach Outward/Above		X		
Taste and Smell		X		
	Less than 10 lbs.	10 lbs. to 50 lbs.	50 lbs. to 100 lbs.	More than 100 lbs.
Lifting		X		
Visual Requirement	20/20 Correctable Vision			

SIGNATURES

Prepared by: _____ Date: _____

Approval Signature: _____ Date: _____

Employee Signature: _____ Date: _____

DVCC has reviewed this job description to ensure that essential functions, competencies, and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and DVCC reserves the right to change this job description and/or assign tasks for the employee to perform, as DVCC may deem appropriate.