

## **MaxHousing**

### **Position Title: Program Manager**

Have you ever wanted to play a key role in developing and implementing a new program? The Program Manager position at MaxHousing is a chance for you to use your skills, experience, and passion for making a difference to help us fulfill our new Strategic Plan and increase accessible housing for people with disabilities. You will help fulfill our mission to advance accessibility, independence, and inclusion in homes and communities.

Join MaxHousing, a respected nonprofit with over four decades of leadership in providing accessible housing to individuals with mobility disabilities across Northeast Ohio. We own and operate five accessible apartment communities and act as accessibility advocates and educators.

### **About the Role**

MaxHousing is seeking a results-driven and mission-focused Program Manager to launch and lead key initiatives that expand the availability and visibility of accessible housing across the region. Reporting to the President, you will play a central role in program design, stakeholder engagement, public advocacy, and resource development.

This is a unique opportunity to shape a new program from the ground up while building partnerships and driving systemic change that improves lives.

### **Key Initiatives You'll Lead**

- Develop an apartment matching program to help ensure that accessible rental units are occupied by people with mobility disabilities
- Work with housing developers to build accessible homes
- Advocate for more accessible housing units and increased funding for home modifications
- Activate the use of our accessibility demonstration unit to further the general public's knowledge of accessibility and aging-in-place modifications

### **What You'll Do**

#### **Stakeholder Engagement & Policy Advocacy**

- Represent MaxHousing at housing and disability coalitions, advocacy meetings, and sector events
- Develop and maintain key relationships with public agencies, funders, developers, property managers, and housing and disability professionals
- Lead advocacy efforts to increase accessible housing mandates and expand funding for home modifications at municipal, county, and state levels

- Collaborate with current and potential partners to develop strategies and solutions that promote increased accessible housing options

### **Program Development and Implementation**

- Design and manage the rollout of an Accessible Housing Matching Service, including community outreach, stakeholder engagement, and program logistics
- Collect and analyze housing data to identify community needs and support program planning, evaluation, and advocacy efforts
- Collaborate with housing developers to support the design and construction of new accessible housing
- Implement a comprehensive plan to activate MaxHousing's Accessibility Demonstration Unit as an educational tool for stakeholders and the public
- Oversee volunteer recruitment and training for unit tours; develop presentation materials

### **Marketing and Communications**

- Lead the implementation of marketing strategies for MaxHousing and its Vistas properties
- Develop and distribute branded print and digital materials that support program visibility
- Manage updates to website content and coordinate social media and e-newsletter communications
- Craft strategic messaging to advance organizational policy goals and advocacy priorities
- Participate in broader efforts to increase awareness of disability and housing issues

### **Mission Support and Development**

- Build and maintain subject matter expertise in accessibility standards, best practices, and inclusive design solutions
- Support fundraising initiatives, including grant applications, donor outreach, and event planning
- Process incoming donations and manage accurate, up-to-date records in the donor database
- Support the work of MaxHousing's Outreach & New Housing Committee
- Monitor policy developments related to housing and disability and provide updates and strategic guidance to senior leadership and the Board

### **Qualifications**

#### **Education**

- Bachelor's degree required, preferably in a related discipline

#### **Experience and Skills**

- Minimum of five years of successful performance in nonprofit or government program development or management, housing or disability services, or policy advocacy
- Strong relationship-building skills and an established network of key local stakeholders in the region's housing and/or disability communities
- Excellent written and verbal communication skills; comfortable with public engagement
- High proficiency with Microsoft Office Suite; familiarity with website content management systems and social media platforms

- Proven ability to work independently, oversee and manage multiple initiatives, and operate with integrity and professionalism

### **Preferred Qualifications**

- Familiarity with housing programs and funding at local, state, and federal levels
- Knowledge of accessibility requirements for housing as well as the ADA
- Experience with community outreach and proven ability to influence decision-makers
- Experience obtaining grants and/or fundraising
- Ability to research data sources and use data to demonstrate community needs
- Proven success in coalition building and policy advocacy efforts
- Experience and comfort working with diverse groups of people, especially people with disabilities

### **Compensation & Benefits**

- Competitive wage
- Fully paid medical insurance for employees
- Generous paid time off policy
- Retirement Savings Plan with 5% employer contribution
- Employer paid life insurance
- Employer paid long-term disability insurance
- Dental and vision group insurance available (employee paid)
- Eight paid holidays
- A working environment that is both team oriented and allows for independence and growth

### **Work Environment & Travel**

This position is primarily in-person at our University Circle office. Travel throughout Northeast Ohio is required for meetings and site visits. An occasional evening or weekend availability may be needed for outreach or events. Reliable transportation is required.

### **Why MaxHousing?**

We are a mission-focused team committed to advancing accessibility, independence, and inclusion. We value collaboration, creativity, and equity, and we believe that diverse perspectives strengthen our work. At MaxHousing, you'll have the opportunity to make a meaningful impact by helping remove barriers to independent living and community participation for people with disabilities across Northeast Ohio.

MaxHousing is an Equal Opportunity Employer. All qualified applicants will receive consideration without regard to race, disability, gender identity, sexual orientation, national origin, age, religion, or any protected status.

To apply, send resume to [maxhousing.hr@gmail.com](mailto:maxhousing.hr@gmail.com). Note "Program Manager" in the subject line.