

## **MaxHousing**

**Position Title:** Program Director

Do you want to play a key role in implementing a new program? The Program Director position at MaxHousing offers a great opportunity to use your skills, experience, and passion to help advance our 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 and promoting accessible housing to individuals with mobility disabilities across Northeast Ohio. We own and operate five accessible apartment communities and serve as accessibility advocates and educators.

### **About the Role**

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

The Program Director has significant autonomy, represents MaxHousing externally, and collaborates closely with senior leadership, the Board, and community partners. This is a unique opportunity to shape our newly established Accessibility First Program while building partnerships and driving systemic change that improves lives.

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

- Develop our Accessibility First Housing Connector to help ensure that people with mobility disabilities can more easily find and occupy rental units with accessibility features
- Activate the use of our Accessibility First Demonstration Unit to further the general public's knowledge of accessibility and aging-in-place modifications
- Partner with housing developers, funders, and municipalities to increase the supply of accessible housing
- Advocate for more accessible housing units and increased funding for home modifications

### **What You Will Do**

#### **Program Development & Implementation**

- Implement and manage the rollout and logistics of the Accessibility First Housing Connector, including extensive community outreach and stakeholder engagement
- Collect and analyze housing data to identify community needs and support program planning, evaluation, and advocacy efforts
- Recruit and collaborate with housing developers and funders to support the design and construction of new accessible housing

- Implement and oversee a comprehensive plan to activate the Accessibility First Demonstration Unit
- Oversee volunteer recruitment and training for unit tours; develop presentation materials

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

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

### **Marketing & Communications**

- Lead the implementation of marketing strategies for MaxHousing as a whole as well as both the Vistas Apartment Communities and the Accessibility First programs
- Develop and distribute branded print and digital materials to support program visibility
- Manage updates to website content and coordinate social media and e-newsletter communications
- Craft strategic messaging that advances organizational policy goals and raises awareness of disability and housing issues

### **Mission Support & Development**

- Build and maintain subject matter expertise in accessibility standards, inclusive design, and best practices
- Support fundraising initiatives, including grant applications, donor outreach, and event planning
- Process incoming donations and manage accurate records in the donor database
- Support the work of MaxHousing's Outreach & New Housing Committee
- Monitor housing and disability policy developments and provide strategic updates 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
- Minimum of eight years of successful performance in program development or management including at least three years working in nonprofit or government housing or disability services
- Demonstrated success building and maintaining relationships and an established network of key local stakeholders in the region's housing and/or disability communities
- Excellent written and verbal communication skills, including public speaking
- Public engagement skills and experience
- Proficiency using databases, content management systems, and digital communication tools to manage communications and outreach

- 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, including public speaking, and proven ability to influence decision-makers
- Experience securing grants or supporting fundraising initiatives
- Ability to research, analyze, and apply data to demonstrate community needs and program impact
- Experience working collaboratively with diverse populations, especially people with disabilities

#### **Compensation & Benefits**

- Competitive wage, commensurate with experience
- 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 Director” in the subject line.**