

THE HYAMS FOUNDATION, INC.

Affordable Housing Program Officer (*Search Re-opened*)

SUMMARY

The Hyams Foundation, Inc. is a private foundation committed to increasing economic and social justice and power within low-income communities in Boston and Chelsea, Massachusetts. The Foundation will distribute approximately \$5.6 million in grants in 2011 through its regular grantmaking process and special funding initiatives, focusing its resources in three major areas: affordable housing, civic engagement and teen development. Hyams is seeking an experienced and creative Program Officer to lead the Foundation's affordable housing work, as it looks to deepen its impact and identify new opportunities to achieve its mission. Partnering with the committed Hyams team and an engaged Board, the Program Officer will be a driving force in the development of the Foundation's affordable housing grant portfolio and policy.

The successful candidate will have a strong understanding of affordable housing development, experience with community-based organizations involved in this work, and grounding in public policies affecting affordable housing. S/he will have experience working collaboratively with diverse groups to accomplish large goals, and a track record of contributing strategically to a mission-driven organization. This is an excellent opportunity to help one of Boston's leading foundations further develop its programs in the affordable housing and neighborhood development arenas.

ORGANIZATIONAL OVERVIEW

The Hyams Foundation's vision is that Boston and Chelsea be cities where success is not determined by race, and where low-income communities of diverse racial and ethnic backgrounds can afford to live, have opportunities to advance, and contribute to civic life and community well-being. Over its 80+ year history, the Hyams Foundation has regularly adapted its programs and looked for innovative ways to meet the evolving needs of its communities.

In 2010, the Foundation devoted \$1.4 million to the affordable housing area including funding for transit oriented affordable housing development, the recovery of foreclosed properties as affordable housing and the maintenance of nonprofit affordable housing production capacity during challenging economic times. The Foundation also supported significant public policy advocacy and organizing efforts to maintain and create additional affordable housing.

In addition to its regular grantmaking, the Foundation makes Program Related Investments (PRIs) and Mission Related Investments to further the impact of its funding strategies in its three major program areas. The Foundation continued its involvement in two innovative loan pools, the Home Funders Collaborative, which is more than half way to its goal of creating 1,000 housing units affordable to formerly homeless and other extremely low-income families, and the Neighborhood Stabilization Loan Fund, which addresses the housing foreclosure crisis, having

capitalized non-profits to successfully purchase and begin renovating 66 foreclosed buildings containing 225 housing units for re-occupancy by low-income residents.

Please see the Foundation's grantmaking guidelines for additional information on its funding priorities at www.hyamsfoundation.org.

RESPONSIBILITIES

The Foundation is seeking a committed and highly engaged Program Officer to lead and further develop its affordable housing work, in order to have even greater impact and more closely integrate its housing strategy with the promotion of racial equity. Responsibilities include:

- Working with other staff and the Foundation's trustees, lead the Foundation's Affordable Housing efforts, including oversight of direct funding and affordable housing PRIs.
- Assess, develop and advance philanthropic strategies to integrate affordable housing with the promotion of racial equity. One example is to promote equitable transit investment coordinated with the delivery of new affordable and mixed-income housing at scale.
- Regularly review trends and community needs that present appropriate opportunities for philanthropic investment that would further the Foundation's mission and goals. This could also include development of strategies to address the disproportionate impacts of the foreclosure crisis in Boston's and Chelsea's neighborhoods of color.
- Strategically invest in public policy advocacy, including advocacy organizations working to protect the public funding programs for affordable housing production.
- Communicate with nonprofit agencies and low-income communities about the Foundation's grantmaking priorities and application guidelines; review Affordable Housing grant proposals and requests for PRIs; prepare written reports and recommendations to the trustees; track the progress of current grant portfolios; aggregate data and prepare periodic summaries and assessments of the activities and results of this grantmaking.
- Assist with the review of grant proposals in other program areas as requested by the Director of Programs.
- Serve as a resource to organizations and individuals requesting information or advice about resource development, program development and/or nonprofit management issues.
- Participate in, and provide leadership to, collaborative efforts involving other funders and community groups designed to address issues of importance to the Foundation and the broader community.
- Assist and support other staff and the trustees as requested in carrying out the Foundation's work.
- Supervise interns or consultants to the Foundation.

QUALIFICATIONS

The new Program Officer will be a dynamic individual who will build on the strengths of the Foundation's past achievements, and help identify opportunities for additional involvement and impact. The ideal candidate will possess the following professional and personal abilities, attributes and experiences:

- Significant experience with and knowledge of affordable housing, housing finance and community development; this background can include advanced training or experience in broader community development and neighborhood planning activities as well as public policy and advocacy experience
- Understanding of and experience with community-based nonprofit organizations, and with local low-income neighborhoods and communities
- Demonstrated commitment to the values and mission of The Hyams Foundation, Inc., including addressing racial and ethnic disparities
- Excellent written and verbal communication skills
- Demonstrated ability to think strategically and to analyze, interpret and assess programmatic, management and financial information
- Demonstrated ability to work collaboratively and effectively with colleagues and community-based organizations
- Demonstrated ability to take initiative, work independently and meet multiple deadlines
- Undergraduate degree required; graduate degree, or course work and/or experience comparable to a graduate degree, preferred

COMPENSATION

Salary will be commensurate with an individual's experience and background. Competitive fringe benefits also are available.

TO APPLY

Interested individuals should submit a letter of interest and resume by Friday, April 8, 2011, via email to Susan Perry, sperry@hyamsfoundation.org. If you have any specific questions about the nature of the position or the Foundation, please contact Kathryn Plazak, of Plazak Associates, who is assisting with the search process by email at kathy@plazak.com. Due to the pace of the search, candidates are encouraged to apply as soon as possible.

The Hyams Foundation is an equal opportunity employer and actively seeks a diverse staff reflective of the communities it serves.