



Head of Community Investment Fund

Denver, CO

Overview:

The COVID-19 Eviction Defense Project (CEDP) was formed in April by The Community Firm, a Colorado non-profit, social enterprise law firm. Our mission is to Keep Coloradans Housed by helping to prevent mass evictions and homelessness during and after the pandemic. The pandemic triggered unprecedented eviction risk for U.S. renters. Nationwide, more than 20M people may be at risk of eviction by the end of the year with more than 300,000 at risk in Colorado alone.

Traditionally, eviction defense has focused on legal services. At CEDP, we are scaling a “managed care” approach to eviction prevention that centers the legal and financial needs of housing insecure families and uses a variety of tools to keep them housed. Our team of housing lawyers, economists, data analysts, policy-experts, organizers, and technologists provides four services: (1) legal representation and other services for tenants facing eviction; (2) data and research published in conjunction with the [Bell Policy Center](#) & the [Aspen Institute](#); (3) advocacy and public policy; and (4) a rental assistance innovation fund.

Our focus in 2021 is scaling paired rental assistance and legal services through the distribution of state and private rental assistance dollars. Through negotiation and/or set deal terms, we settle bills for back and future rent at lower than face value, and pay the landlord in a single payment. The Community Firm uses the difference between the settled amount and the traditional 100% price point to fund legal assistance and resource navigation for additional renter services. After proving the efficacy of this effort in two 2020 pilots, we are scaling the effort in 2021 targeting the distribution of several million dollars in rental assistance by Q2 2021.

More about the job:

The CEDP’s Head of Community Investment position is an opportunity for an experienced operator who has worked at the intersection of operational businesses and technology to scale the non-profit’s innovative rental assistance program. The Head of Community Investment will manage service delivery across five channels, including building a digital platform for mom-and-pop operators, negotiating bulk buyouts with large operators, building partnerships with community organizations, and coordinating outreach with post-filing channels that include legal service organizations and courthouse mediation. The salary and benefits are competitive and commensurate to experience.

We are looking for someone with several years of top-tier experience in an operational role at the intersection of service delivery, technology, product, and consulting who is interested in designing, implementing, and scaling an innovative rental assistance program across a variety of channels.

The role provides the opportunity to be on the front lines of impactful pandemic response, build a technology product that has the potential to scale statewide, and develop a model rental assistance program for the state and the country. CEDP is undergoing a tremendous amount of growth, creating the opportunity to work on a wide variety of mission critical efforts.

As Head of CEDP's Community Investment Fund, you will:

- Be a cross functional leader on the leadership team, responsible for designing, implementing, and scaling the organization's rental assistance program across at least five channels.
- Develop multi-channel marketing and outreach strategy to raise awareness among tenants and landlords of the availability of rental assistance.
- Build scalable landlord-tenant application, settlement, and rental assistance distribution platform that can be used by CEDP and other actors throughout the state
- Design operations for court-based rental assistance delivery in concert with CEDP lawyers, other partners, and state mediators
- Develop, analyze, and test new initiatives to better support tenants in need of rental assistance and community organizations in the delivery of rental assistance
- Support fundraising and development efforts for rental assistance
- Write public materials highlighting the model and the results of our rental assistance programs
- Support and conduct external media relations and storytelling of CEDP's mission, values, and outcomes to external outlets
- All leaders have spikes in their interests and skillsets, so you'll have considerable ability to work on areas tailored to your expertise

We're looking for you if your background and skillsets include:

- 3-10 years of experience in service delivery operations, product, management consulting
- A background working with diverse communities and a diverse set of stakeholders
- A bias towards building and a comfort with strengthening a minimum viable product
- Comfort with ambiguity in a fast-paced, all hands-on deck environment
- Passion for social impact
- A history of demonstrated excellence in your career
- Strong oral communications skills and the ability to influence leaders through logic, data, and presentation skills
- Outstanding analytical and problem-solving skills and a facility with numbers and data
- History as a self-starter in collaborative, fast paced environments
- Strong interpersonal skills and the ability to manage complex stakeholder environments

Why Us?

- We're a social enterprise with a sustainable business model focused on one of the most important issues in society – access to and preservation of affordable housing.
- Our cofounders have collaborated for 5+ years and are committed to building a company where everyone loves to work
- Unlimited growth potential within the organization
- The opportunity to step into a new firm at its founding and play a substantial role in its growth

To Apply:

- Interested candidates should forward their resume and cover letter to sam@cedproject.org.

Equal Opportunity:

- The Community Firm is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.